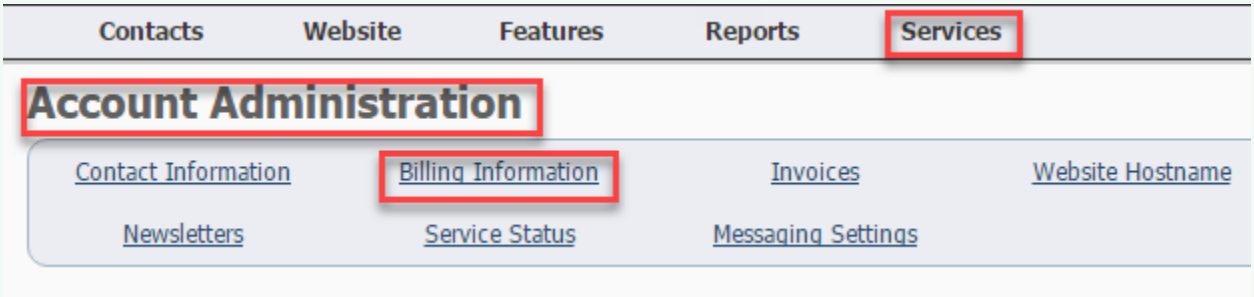
Changing your billing settings

You can set notifications for billing and account alerts.

Where do I find it?

You can find the Billing Settings page by going to **Services > Account Administration** and clicking **Billing Information**.



On this page:

- Billing Notification Address(es)
- Updating your organization contact and billing information video

Related pages:

- About your invoices

The following actions are available for Billing Settings with the specified service and user roles:

Action	Description	Services	User Roles
View	Able to view the billing settings	All	Accounting Admin Site Admin
Manage Settings	Able to change the billing settings	All	Accounting Admin Site Admin

The following are the settings available on the Billing Information page.

Billing Notification Address(es)

Enter the email address or addresses you want to use for billing and account-related alerts. You can enter multiple email addresses separated by commas, like:

```
bob@rescue.org, cindy@rescue.org
```

Typically you'll want your treasurer to receive an alert when a new invoice or payment is posted, or if your account is overdue.

In addition to the Billing Notification Address(es) all Authorized Contacts on the account also will receive notices. If you need to find out who your Authorized Contacts are, or update your Authorized contacts please contact support so they can best advise you on how to do so: https://rescuegroups.org/support/

Updating your organization contact and billing information video

We have a video that explains the process of updating your billing information.

Popular Questions

Topics:

- settings
- invoices

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Have a question about this topic?

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