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How do I update my billing contact details?

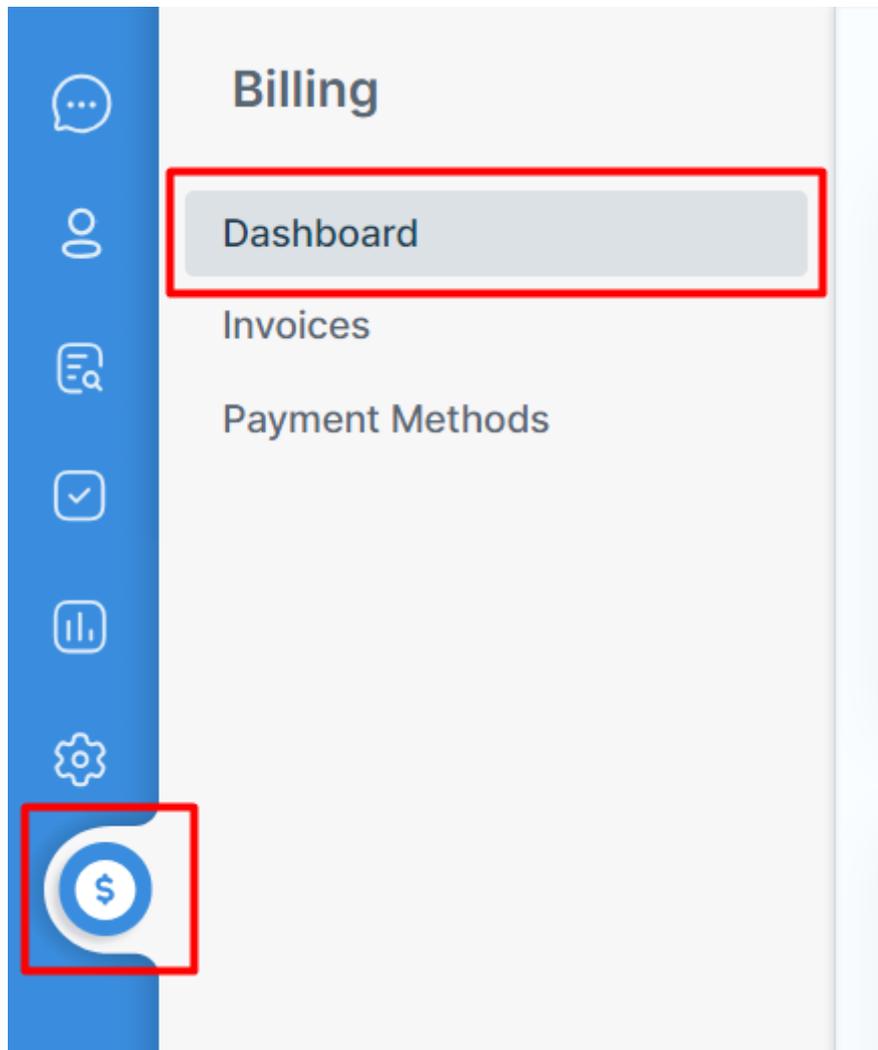
Ben Henley - 2023-08-10 - [Comments \(0\)](#) - [Payment & Renewals](#)

Question:

I want you to send my billing information and renewal notices for my account to a different email address. How can I change that?

Answer:

A Billing Admin in your account will need to log in to the Billing Area of your trial and open the Billing Dashboard:



When you scroll to the bottom of the page, you will see an area relating to Billing and Finance Contacts. From there, you can add a new Finance Contact to receive renewal notices for your account:

Billing Contacts



Finance Contacts

 Hannah Scott
sales@deskpro.com
+44777777777

[+ Add Billing Contact](#)