



[Knowledge Base](#) > [Billing, Consultancy & Sales](#) > [Payment & Renewals](#) > [How do I update my billing contact details?](#)

How do I update my billing contact details?

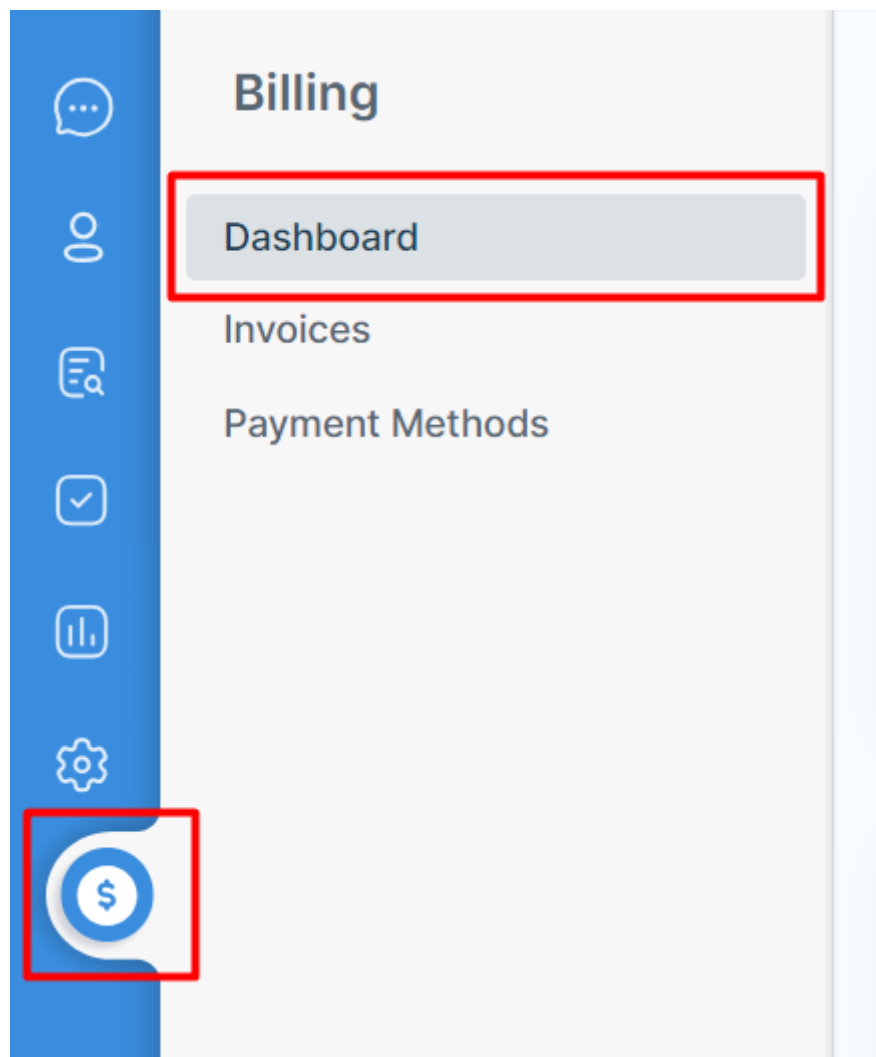
Ben Henley - 2023-08-10 - [Comments \(0\)](#) - [Payment & Renewals](#)

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

- A
- HS
- SH
- JW
- LH
- SJ
- AJ
- GL
- MH
- JM
- IA
- LP
- LP
- A
- MW
- PD
- AB
- J
- CP
- KW

Finance Contacts

HS

Hannah Scott

sales@deskpro.com

+447777777777

+ Add Billing Contact