# 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: