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## How do I update my billing contact details?

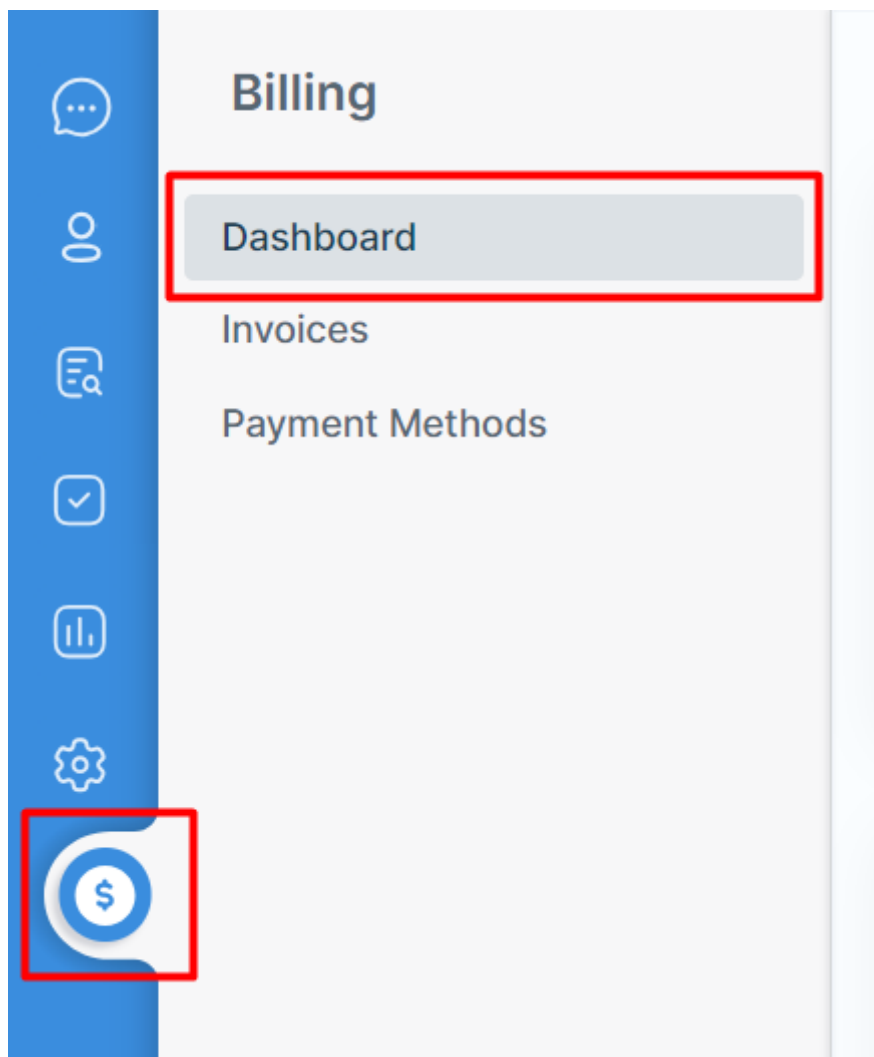
Ben Henley - 2023-08-10 - [Reacties \(0\)](#) - [Payment & Renewals](#)

### 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  
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[+ Add Billing Contact](#)