



How can I change the billing email address for my account?

Last Modified on 02/01/2024 1:18 pm EST

Receipts are automatically emailed to the current billing email address, and past receipts are available upon request.



You must be an account admin to change the billing email. If you aren't an account admin but do want to update the billing email, [contact us](#) and we can update the billing email for you.

To update your billing email, you can:

1. Click on your **profile icon/name** in the upper right.
2. Select **Account** from the dropdown to view your account details.
3. In the **Account Info** section, update the billing email.
4. Be sure to click the **Update Account Info** button at the bottom to save the change.

All future billing emails will be sent to that address!
