

# How to update billing contact information

Need to direct your Career Centre invoice to someone else in your organization? Here's how.

## Payment: Default Billing Contact

**Language** **Listing Options** **Description** **Preview** **Shopping Cart** **Payment** **Order Confirmation**

**Billing Contact**

Invoices/receipts arrive by email. Please verify that yours is accurate.

**Glen Huron Apple Festival**  
moira@applefest.ca  
705 555 1212

Attn: Moira McIntosh  
21 Orchard Lane  
Glen Huron , ON L0M 1L0  
Canada

**Change**

**Billing Transaction Summary**

Description	Total
Career Ad - Fundraising Consultant	257.00
Subtotal	257.00
Tax	12.85
Total (CAD)	269.85

When you register, you will automatically become the default billing contact for your invoices.

**Note:** You can only update billing contact information when you create a job listing. Billing information is not kept in your personal account settings.

You'll see the billing contact information when you are on the "Payment" tab of the listing creation process.

**Click the "Change" button** in the Billing Contact section to send the invoice to someone else (e.g. accounts receivable, your manager).

## Add or Update Billing Contacts

**Language** **Listing Options** **Description** **Preview** **Shopping Cart** **Payment** **Order Confirmation**

**Billing Contacts**

Glen Huron Apple Festival  
Attn: Moira McIntosh  
21 Orchard Lane  
Glen Huron, ON L0M 1L0  
Canada  
moira@applefest.ca  
705 555 1212

**Current Default**  
**Edit Details**

Add New Contact

**Billing Transaction Summary**

Description	Total
Career Ad - Fundraising Consultant	257.00
Subtotal	257.00
Tax	12.85
Total (CAD)	269.85

Prev Next

**Click "Edit Details"** to update the contact information for your current billing contact.

## Update Billing Contact Information

Language	Listing Options	Description	Preview	Shopping Cart	Payment	Order Confirmation
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Update Billing Contact Information		Billing Transaction Summary	
<b>Name:</b> *	<input type="text" value="Glen Huron Apple Festival"/>	Description	Total
<b>Email Address:</b> *	<input type="text" value="moira@applefest.ca"/>	Career Ad - Fundraising Consultant	257.00
<b>Address:</b> *	<input type="text" value="Attn: Moira McIntosh&lt;br/&gt;21 Orchard Lane"/>	Subtotal	257.00
<b>City/Town:</b> *	<input type="text" value="Glen Huron"/>	Tax	12.85
<b>Province/State:</b> *	<input type="text" value="ON"/>	Total (CAD)	269.85
<b>Postal/Zip Code:</b> *	<input type="text" value="L0M 1L0"/>		
<b>Country:</b> *	<input type="text" value="Canada"/>		
<b>Phone:</b> *	<input type="text" value="705 555 1212"/> <b>Ext:</b> <input type="text"/>		

To update contact information for your current billing contact:

1. Update any contact information necessary.
2. When you're finished, click "Save".

To add new billing contacts, see the next section.

## Add or Update Billing Contacts

Language	Listing Options	Description	Preview	Shopping Cart	Payment	Order Confirmation
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Billing Contacts		Billing Transaction Summary	
Glen Huron Apple Festival Attn: Moira McIntosh 21 Orchard Lane Glen Huron, ON L0M 1L0 Canada moira@applefest.ca 705 555 1212	<b>Current Default</b> <b>Edit Details</b>	Description	Total
<input type="button" value="Add New Contact"/>		Career Ad - Fundraising Consultant	257.00
		Subtotal	257.00
		Tax	12.85
		Total (CAD)	269.85

Click "Add New Contact" to add a new billing contact to your list.

## Add New Billing Contact

Language	Listing Options	Description	Preview	Shopping Cart	Payment	Order Confirmation
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### Add New Billing Contact

\* = Required

**Name:** \*

**Email Address:** \*

**Address:** \*  **1**

**City/Town:** \*

**Province/State:** \*

**Postal/Zip Code:** \*

**Country:** \*

**Phone:** \*  **Ext:**

**2**

### Billing Transaction Summary

Description	Total
Career Ad - Fundraising Consultant	257.00
Subtotal	257.00
Tax	12.85
Total (CAD)	269.85

To add a new billing contact:

1. Add their name and contact information. All fields are required.
2. When you're finished, click "Save".

## Billing Contacts List

Language Listing Options Description Preview Shopping Cart Payment Order Confirmation

### Billing Contacts

Betty Billme  
21 Orchard Way  
Glen Huron, ON L0M1L0  
Canada  
betty@applefest.ca  
7055551212 229  
**Current Default**  
[Edit Details](#)

Glen Huron Apple Festival  
Attn: Moira McIntosh  
21 Orchard Lane  
Glen Huron, ON L0M 1L0  
Canada  
moira@applefest.ca  
705 555 1212  
**Make Default Contact**  
[Edit Details](#)  
[Delete Contact](#)

[Add New Contact](#)

### Billing Transaction Summary

Description	Total
Career Ad - Fundraising Consultant	257.00
Subtotal	257.00
Tax	12.85
Total (CAD)	269.85

Prev **Next**

When you add a new billing contact, that new contact will automatically become the default billing contact but you will see all contacts listed in the Billing Contacts section.

If you want to add more billing contacts, just click "Add New Contact" and repeat the steps above.

If you want to change the default contact, click "Make Default Contact" beside that contact's name.

**Click the "Next" button** when you've selected the appropriate default contact (the one highlighted in green).

That's all there is to it! You'll be returned to the Payment tab with the new billing contact active.