





Change Email Address Invoice Is Sent To

Alchemer account administrators have the ability to update Account and Billing information including the email address invoices are sent to by accessing **Account > Account Summary**.

Note: The information that you input into the Contact and Billing fields within your Alchemer account will be the exact information that appears on your invoices.

To change the billing information on your Alchemer account, click **Edit** corresponding to the **Billing Information**. Input the required fields and click **Save**.

Contact Information  Edit	Billing Information  Edit
SurveyGizmo Jon Smith jon.smith@example.net	SurveyGizmo Jon Smith jon.smith@example.net
123-456-789	123-456-789
4888 Pearl East Cir. Suite 100 Boulder, CO 80301	4888 Pearl East Cir. Suite 100 Boulder, CO 80301



Note: Should you need specific information on your invoice but not necessarily on your account's Contact or Billing information (usually a VAT or a reference number), you may edit the Billing Information to temporarily reflect this.

Once you have made these updates you can download your invoice. You can then re-establish the desired Contact or Billing information within your Alchemer account.

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