

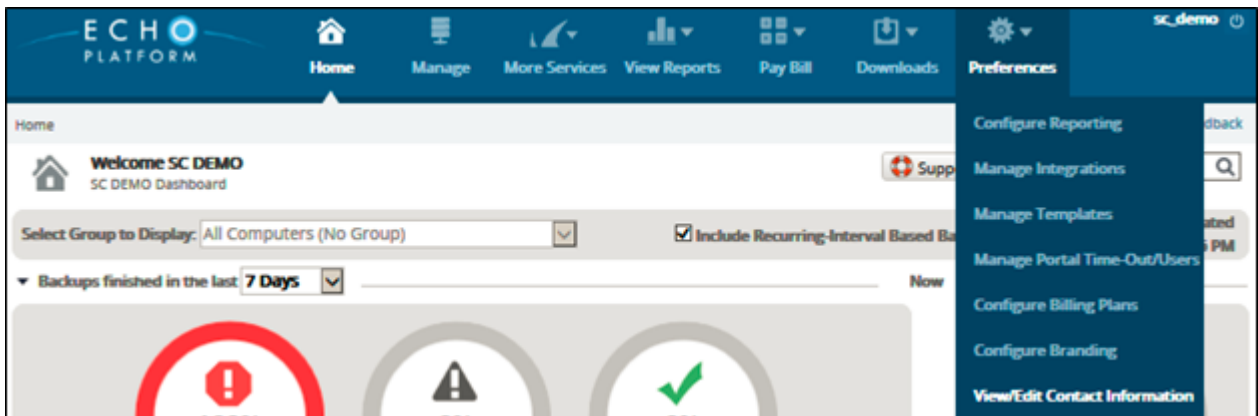
Viewing or Editing Contact and Billing Information

<https://campus.barracuda.com/doc/93197700/>

Edit Contact Information

To view or edit your contact and billing information, perform the following steps.

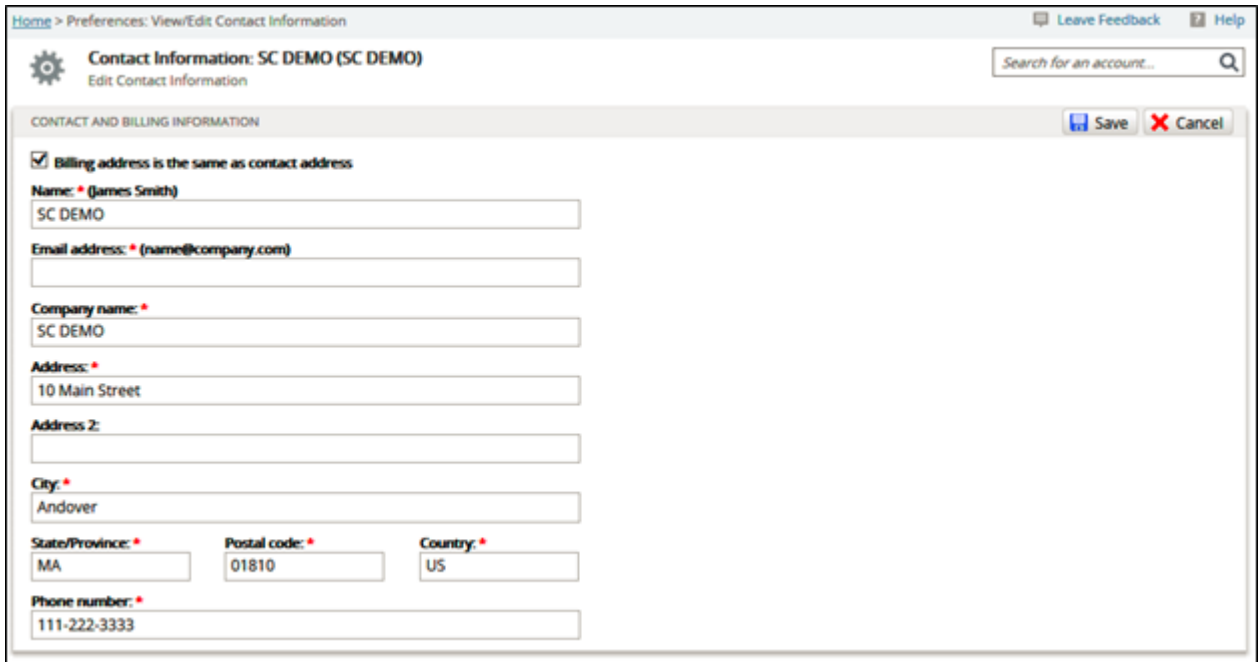
1. On the ECHOplatform blue ribbon bar select **Preferences**.



2. Select **View/Edit Contact Information**.
The contact information for your account is displayed.



3. To make any changes, click the **Edit** button.
The contact information fields are displayed.



Home > Preferences: View/Edit Contact Information

Leave Feedback Help

Search for an account...

Contact Information: SC DEMO (SC DEMO)
Edit Contact Information

CONTACT AND BILLING INFORMATION

Save Cancel

Billing address is the same as contact address

Name: * (James Smith)
SC DEMO

Email address: * (name@company.com)

Company name: *
SC DEMO

Address: *
10 Main Street

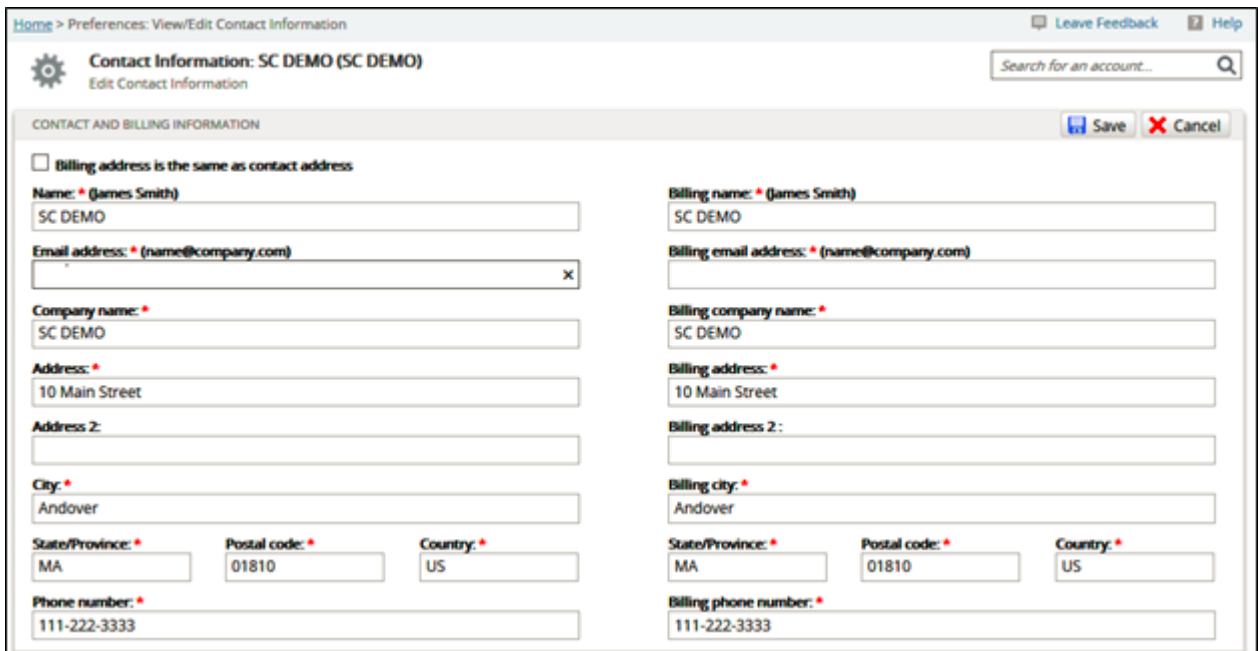
Address 2:

City: *
Andover

State/Province: * MA Postal code: * 01810 Country: * US

Phone number: *
111-222-3333

- If your contact and billing information are different, uncheck the **Billing address is the same as contact address** check box.
The billing information fields are displayed so you can edit them separately.



Home > Preferences: View/Edit Contact Information

Leave Feedback Help

Search for an account...

Contact Information: SC DEMO (SC DEMO)
Edit Contact Information

CONTACT AND BILLING INFORMATION

Save Cancel

Billing address is the same as contact address

Name: * (James Smith)
SC DEMO

Email address: * (name@company.com)

Company name: *
SC DEMO

Address: *
10 Main Street

Address 2:

City: *
Andover

State/Province: * MA Postal code: * 01810 Country: * US

Phone number: *
111-222-3333

Billing name: * (James Smith)
SC DEMO

Billing email address: * (name@company.com)

Billing company name: *
SC DEMO

Billing address: *
10 Main Street

Billing address 2:

Billing city: *
Andover

State/Province: * MA Postal code: * 01810 Country: * US

Billing phone number: *
111-222-3333

- Make your edits, and then click **Save**.

Figures

1. image2021-1-19 14:21:33.png
2. image2021-1-19 14:24:2.png
3. image2021-1-19 14:24:42.png
4. image2021-1-19 14:25:38.png

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