

Account Management

Updating your Personal and Address Details Updating Your Personal and Address Details

Keeping your accounts personal account details current will make sure that you keep on top of all aspects of CloudPBX from accounts to settings.

Quick Guide

1. Log into <https://now.tel2.co.uk>.
2. Select **Account > Personal details**
3. Fill in or update your details. Within this section you have the option to; fill in contact details, billing details, select billing email options and reset account password.
4. Click **Update details** to update

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Personal details

First name	<input type="text" value="Topside"/>	Buidling name / Unit number	<input type="text" value="The Palms"/>
Last name	<input type="text" value="Meats"/>	Street number	<input type="text" value="12-16"/>
Company	<input type="text" value="Topside Meats"/>	Street name	<input type="text" value="Billyard Ave"/>
Contact email	<input type="text" value="accounts@topsidemeats.com.au"/> General communications will go here	Suburb	<input type="text" value="Elizabeth Bay"/>
Contact phone	<input type="text" value="0450301523"/>	Town / City	<input type="text"/>
Billing email	<input type="text" value="Billing email"/> Account related inquiries will go here	State	<input type="text" value="NSW"/>
Email me	<input checked="" type="checkbox"/> Receipts <input checked="" type="checkbox"/> Statements Reset account password	Postcode	<input type="text" value="2011"/>
		Country	<input type="text" value="Australia"/>
			<input type="button" value="Update details"/>

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