

Updating your Personal and Address Details

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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

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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