Update Billing Information

SurveyGizmo account administrators have the ability to update Account and Billing information. To do so go to **Account > Summary > Account Overview**. Scroll to the bottom of the Account Overview page where the contact and billing information will be located.

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

To change the **Billing Information** on your SurveyGizmo account, click the corresponding **Edit** link. Input the required fields and click **Save**.

> **International Customers:** If any one of these fields do not apply to you please enter NA into the field. We apologize for the ameri-centric from. We have long-term plans to make this more international friendly in the future!

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 SurveyGizmo

account.

Related Articles