

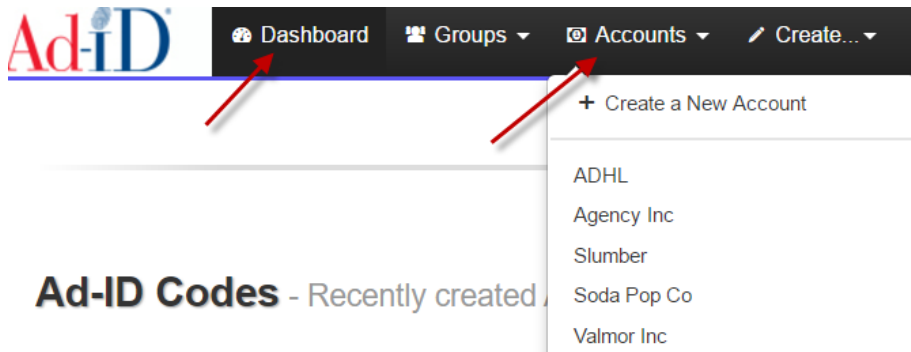
Editing Account Billing Information



Ad-ID codes are created at www.ad-id.org. To create a code, you must first have a group, prefix and account set up and associated to each other. This document will provide instruction on editing account billing information. Accounts are used to purchase credits to create codes.

Account permissions are separate from group permissions. If someone is an Administrator of a group, that does not mean they are automatically given Administrator rights to the account. The creator of the account is automatically an Administrator of the account.

1. Click on the account name in the Accounts menu. Accounts are also accessible on the right side of your dashboard.



2. Click on Edit Account on the right side of the account home page.



3. Anyone with access to edit an account can edit the account name, invoice memo and billing information on the left side. This information will be listed on each copy of the invoice. Only account Administrators can update invoice/statement and notification recipients shown on the right side of the screen.

> Edit "Valmor Inc" Account

<p>Account Information</p> <p>Account Name * <input type="text" value="Valmor Inc"/></p> <p>Invoice Memo <input type="text"/></p> <hr/> <p>Billing Information</p> <p>Contact Name * <input type="text" value="Customer Service"/></p> <p>Company Name * <input type="text" value="Ad-ID LLC"/></p> <p>Address * <input type="text" value="11020 David Taylor Drive"/></p> <p>Address 2 <input type="text" value="Suite 305"/></p> <p>City * <input type="text" value="Charlotte"/></p> <p>State * <input type="text" value="NC North Carolina"/></p> <p>Zip Code * <input type="text" value="28262"/></p> <p>Country * <input type="text" value="United States"/></p> <p>Direct Phone * <input type="text" value="704-501-4410"/></p>	<p>Invoice/statement Email Recipients</p> <p>Recipient * <input type="text" value="demo@ad-id.org"/></p> <p><input checked="" type="checkbox"/> Invoices <input checked="" type="checkbox"/> Statements <input type="checkbox"/> Remove</p> <p><input type="button" value="Add invoice/statement recipient"/></p> <p><input type="checkbox"/> Also send invoices to purchaser <small>Check this box to also email a copy of purchase invoices to the user who made the purchase.</small></p> <hr/> <p>Notification Email Recipients (Showing 0 of 0)</p> <p><input checked="" type="checkbox"/> Check this box to discontinue balance notifications for all email addresses receiving notifications for this account.</p> <p><input checked="" type="checkbox"/> Check this box to discontinue anniversary notifications for all email addresses receiving notifications for this account.</p> <p><input type="button" value="Add notification recipient"/></p> <p><small>To add a recipient, please uncheck one or both of the boxes above to turn on notifications.</small></p>
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- To edit invoice/statement recipients, update the emails and/or check/uncheck invoices/statements boxes as needed.

Recipient *

Invoices Statements Remove

Check box or uncheck box, if needed

- To remove an email recipient, check the Remove box. At least one email address must be set up to receive invoices and statements for each account.

Recipient *

Invoices Statements Remove

- To add a new recipient, click on Add invoice/statement recipient, enter the email and check the appropriate boxes.

Recipient *

Invoices Statements Remove

Check box to select

- Check the box to also send copies of invoices to the purchaser for this account, if needed.

Also send invoices to purchaser **check box, if needed**

Check this box to also email a copy of purchase invoices to the user who made the purchase.

- By default, account notifications are turned off. Uncheck one or both of the boxes to receive automated notices regarding the available credits and/or account anniversary date.

Notification Email Recipients (Showing 0 of 0)

Uncheck to turn notifications on

Check this box to discontinue balance notifications for all email addresses receiving notifications for this account.

Check this box to discontinue anniversary notifications for all email addresses receiving notifications for this account.

9. To edit notification recipients, update the emails and/or the frequency options.

Notification Recipient *

Anniversary notification frequency *

Balance notification frequency

Notify me when the account credit balance is at or below

10. To remove recipients, check off the Remove option below the settings for that email. All emails may be removed. It is not required to have notifications set up.

Notification Recipient *

Anniversary notification frequency *

Balance notification frequency

Notify me when the account credit balance is at or below

Remove

11. To add a new recipient, click on Add notification recipient, enter the email and make the appropriate selections. Recipients cannot be added unless notifications are turned on (by unchecking the boxes above).

12. Click on Edit Account to save any changes made on this screen.

Please visit www.ad-id.org to access additional help instructions or contact Ad-ID customer relations at 704-501-4410 or cs@ad-id.org.