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.
4. To edit invoice/statement recipients, update the emails and/or check/uncheck invoices/statements boxes as needed.

5. 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.

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

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

8. 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.
9. To edit notification recipients, update the emails and/or the frequency options.

![Notification fields]

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.

![Remove option]

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).

![Add recipient button]

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

![Edit Account button]

Please visit [www.ad-id.org](http://www.ad-id.org) to access additional help instructions or contact Ad-ID customer relations at 704-501-4410 or [cs@ad-id.org](mailto:cs@ad-id.org).