



Update Personal Account Details

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Update Personal Account Details

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

1. [Log into your account.](#)
2. Select **Profile > Contact Information**.
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 the account password.
4. Click **Save** to update settings.

Notifications

1. Select **Profile > Notifications**.
2. Select the notifications you want to be sent to your email.

Check Account Credit Settings

By now you have entered your credit card details into your account. It is important to understand how and when payments will be deducted from your credit card.

There are two separate processes that trigger credit card payment and we will explain how these work.

1. Automatic account credit top-up.
2. Auto-Pay/Auto Debit: Payment of your fixed monthly account charges.

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