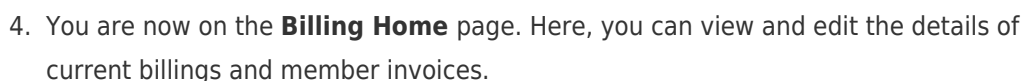


## Michael C. - 2021-02-23 - Dues &amp; Billing

1. To change your Club's billing address, you must go to your Club's homepage and login. Then, click on **Member Area** on the top right.



5. You can also access a range of options on the left side of the screen. Under the heading **Settings**, click on the **Configuration Settings** link if you wish to change your billing address.

<b>Billing</b>
Home
<b>Statement</b>
Account Statements
Payment Entry
Credit Adjustment
Debit Adjustment
Cancel Transaction
Export to QuickBooks
<b>Settings</b>
Configuration Settings

6. This brings you to the **Account Configuration** page. Here, you can set details about your club, including setting the mailing address.

## Account Configuration

### Billing Addresses

Address Line 1	1967 Gernsback Way
Address Line 2	
City	Green Town
State	WI
Zip Code	54459
Country	United States
Display Currency	US Dollar ▼

When creating new items apply amount

- ☒ To all members
 ☐ Do not apply

### Display Options

- ☒ Show Ex Member  
☒ Show Honorary Member

### Tax Rates

Default GST/Fed Tax %	0
Default PST/State Tax %	0

7. Use the fields under the heading **Billing Addresses** to set the information for your

club's billing address.

## Account Configuration

Billing Addresses	
Address Line 1	<input type="text" value="1967 Gernsback Way"/>
Address Line 2	<input type="text"/>
City	<input type="text" value="Green Town"/>
State	<input type="text" value="WI"/>
Zip Code	<input type="text" value="54459"/>
Country	<input type="text" value="United States"/>
Display Currency	<input type="text" value="US Dollar"/>

8. When you're finished, scroll down and click **Save** to keep your changes. Click **Cancel** to discard them.

<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
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### Related Content

- [Dues & Billing configuration settings](#)