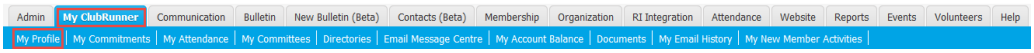
ClubRunner

How do I specify a preferred email address for dues & billing?

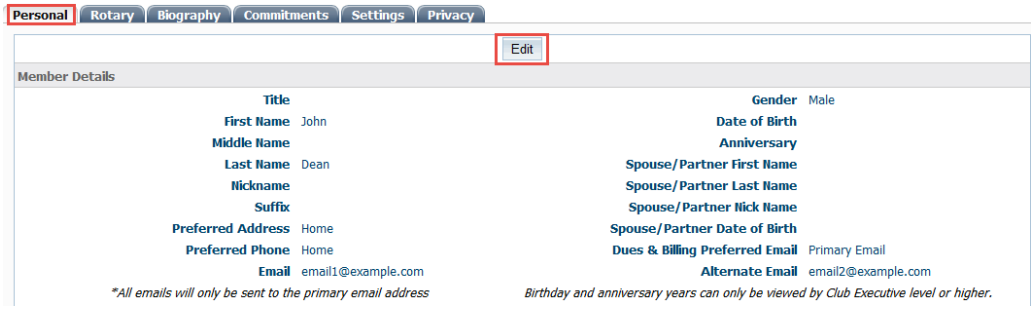
Michael C. - 2021-02-23 - Dues & Billing

You can now specify the Email address to receive all Dues & Billing invoices sent by your Club. To learn how to do this, please follow these instructions.

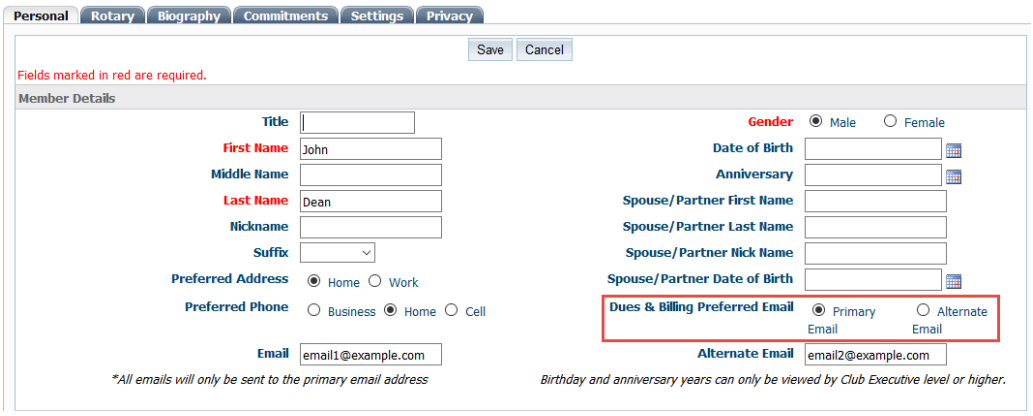
1. Logon to your **Member Area**, click **My ClubRunner**, and select **My Profile.**



2. On your **Member Profile's Personal** tab, click the **Edit** button



3. Click on the radio icon next to the **Primary** or **Alternate** Email field to select the desired address to receive Club invoices.



Related Content

- How do I print/email invoices?
- How do I send statements to members?
- Dues & Billing configuration settings
- How do I create a new bill?