

ClubRunner

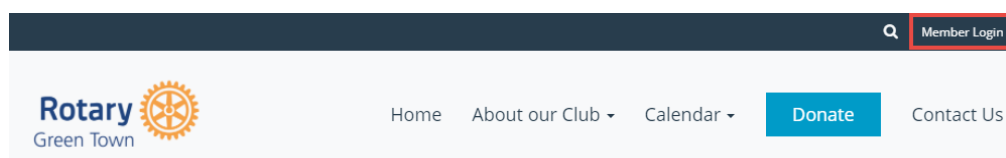
Help Articles > Club Help > Club - Administration Guide > Dues & Billing > How do I change the club billing address?

How do I change the club billing address?

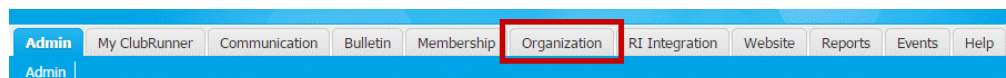
Michael C. - 2021-02-23 - Dues & Billing

When you set the club's billing address, the information is used to populate invoices and similar forms. The billing address is not necessarily the same as the club's mailing address. It is the address to which invoices should be sent, such as the home of a club treasurer or executive member.

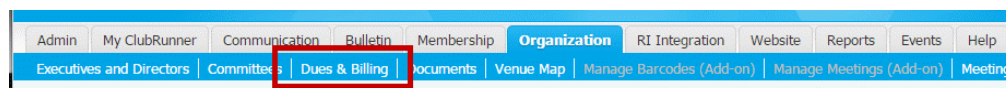
1. To change your Club's billing address, you must go to your Club's homepage and login. Then, click on **Member Area** on the top right.



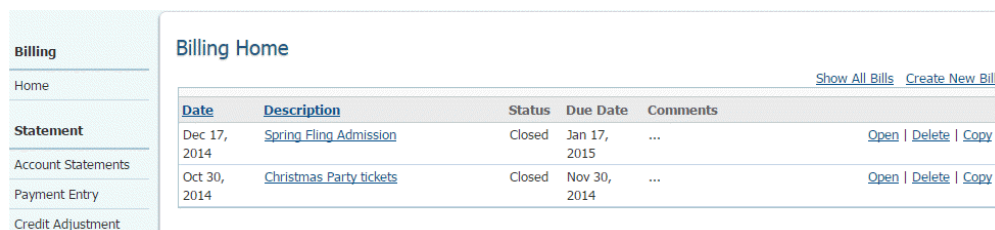
2. Along the top of the screen you will see several tabs. Click on **Organization**.



3. Next, click **Dues and Billing**.



4. You are now on the **Billing Home** page. Here, you can view and edit the details of current billings and member invoices.

A screenshot of the Billing Home page. On the left is a sidebar with navigation options: Billing, Home, Statement, Account Statements, Payment Entry, and Credit Adjustment. The main content area is titled "Billing Home" and includes links for "Show All Bills" and "Create New Bill". Below this is a table with columns for Date, Description, Status, Due Date, and Comments.

Date	Description	Status	Due Date	Comments
Dec 17, 2014	Spring Fling Admission	Closed	Jan 17, 2015	... Open Delete Copy
Oct 30, 2014	Christmas Party tickets	Closed	Nov 30, 2014	... Open Delete Copy

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.

Billing

Home

Statement

Account Statements

Payment Entry

Credit Adjustment

Debit Adjustment

Cancel Transaction

Export to QuickBooks

Settings

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 Gemsback 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"/>

- 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"/>
-------------------------------------	---------------------------------------

Related Content

- [Dues & Billing configuration settings](#)