

# ClubRunner

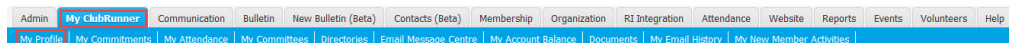
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## How do I specify a preferred email address for dues & billing?

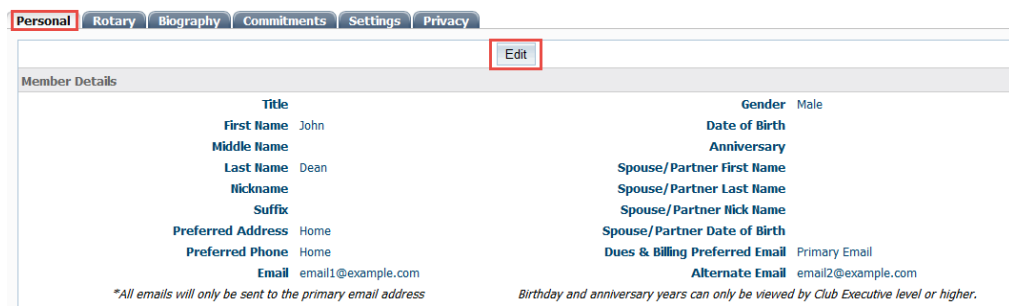
Michael C. - 2021-02-23 - Dues & Billing

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.

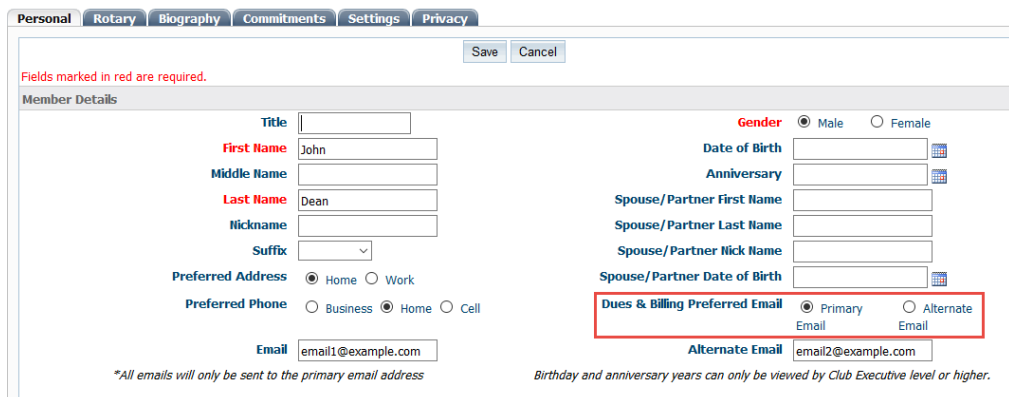
1. Logon to your **Member Area**, click **My ClubRunner**, and select **My Profile**.



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

A screenshot of the Member Profile 'Personal' tab. The 'Personal' tab is selected and highlighted in red. An 'Edit' button is highlighted in a red box. The profile details for 'John Dean' are displayed, including Title, First Name, Middle Name, Last Name, Nickname, Suffix, Preferred Address (Home), Preferred Phone (Home), and Email (email1@example.com). On the right side, there are fields for Gender (Male), Date of Birth, Anniversary, Spouse/Partner First Name, Spouse/Partner Last Name, Spouse/Partner Nick Name, Spouse/Partner Date of Birth, Dues & Billing Preferred Email (Primary Email), and Alternate Email (email2@example.com). A note at the bottom states: '\*All emails will only be sent to the primary email address' and 'Birthday and anniversary years can only be viewed by Club Executive level or higher.'

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

A screenshot of the Member Profile 'Personal' tab in edit mode. The 'Personal' tab is selected. The 'Dues & Billing Preferred Email' section is highlighted with a red box, showing two radio buttons: 'Primary' (selected) and 'Alternate'. The 'Alternate Email' field contains 'email2@example.com'. The 'Save' and 'Cancel' buttons are visible at the top right. A note at the bottom states: '\*All emails will only be sent to the primary email address' and 'Birthday and anniversary years can only be viewed by Club Executive level or higher.'

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