

# How to adjust the Email address for billing

**Octalarm** Connect

Would you also prefer the Email message with the invoice for Octalarm Connect to be emailed directly to the person concerned? Or do you want to change an existing Email address? It is arranged in just 4 steps!

## Step 1

Log in to <https://portal.octalarm.com> with your Email address and password.



## Step 2

Click on the 'Users' tab.



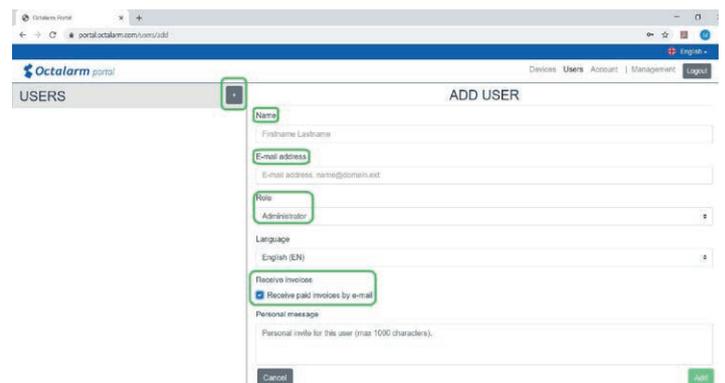
An overview of all users that have been created is displayed now.

## Step 3

- Option 1: Email to new user
- Option 2: Email to existing user (who has not yet received an invoice)
- Option 3: change the Email address of the existing recipient

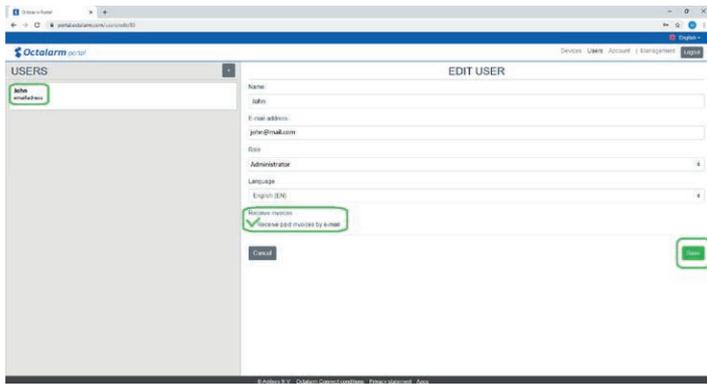
**!** *If the E-mail address is from an accounting program, you should take into account that this program can handle verification. You can check this with the supplier of your accounting program.*

### Option 1: Email to new user



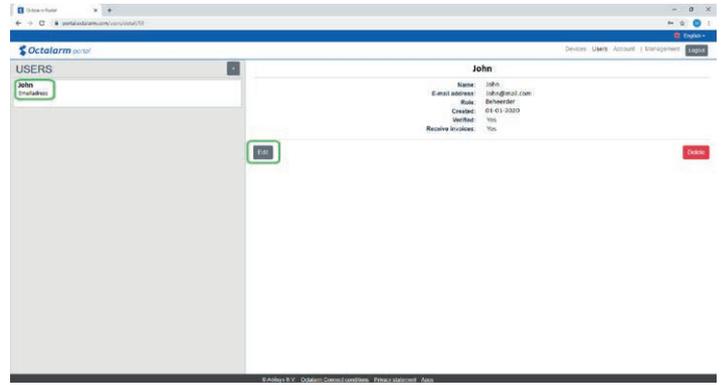
- Click  to add a new user.
- Enter the name and correct Email address\*.
  - \* **!** *If the E-mail address is from an accounting program, you should take into account that this program can handle verification. You can check this with the supplier of your accounting program.*
- Set "Role" to "Administrator".
- Tick "Receive paid invoices by Email".
- Click on "Add" to save the user.
- Continue to step 4

## Option 2: Email to existing user (who has not yet received an invoice)



- Select the user who should receive the invoice and click "Change".
- Check "Role"; it should be set on "Administrator".
- Tick "Receive paid invoices by Email"\*.  
\* If the E-mail address is from an accounting program, you should take into account that this program can handle verification. You can check this with the supplier of your accounting program.
- Click on "Save" to save the change.
- Continue to step 4.

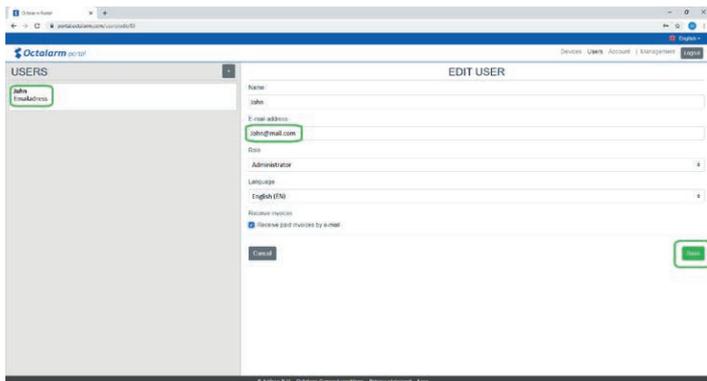
## Step 4



- Go to the user who now receives the invoice and click "Change".
- Uncheck "Receive paid invoices by Email".
- Click on "Save" to save the change.

With the next invoicing, the invoice will be emailed to this new Email address.

## Option 3: change Email address existing recipient



- Select the user whose Email address should be changed and click "Change".
- Enter the correct Email address\* and click "Save".  
With the next invoicing, the invoice will be emailed to this new Email address.  
\* If the E-mail address is from an accounting program, you should take into account that this program can handle verification. You can check this with the supplier of your accounting program.
- Step 4 does not apply to you.