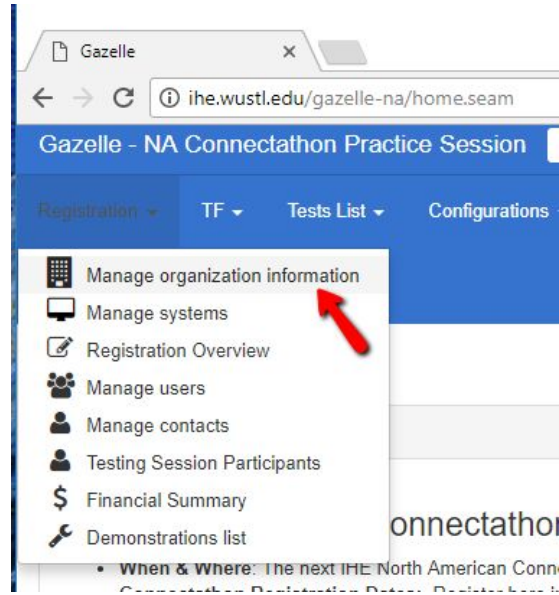


Entering Organization Demographics

Mailing Address, Phone Number

Under the Registration Menu:

→ Manage organization information



Add Mailing Address

1. We need at least one mailing address for your organization
2. You might have to enter more depending on your offices.
3. The first one you enter should be for the financial / billing contact

Mailing address

Please select an address

[+ Click here to add a new address](#)

Edit an address for your organization...

Please use this form in order to edit address information, entering fields below.

Address *

Address line 2

City *

State

Zip Code

Country *

Save


Cancel

You Have Entered an Address

But it is not associated with any function or any person yet

Keep that in mind

Please select an address

Address	314 West Jackson
City	My City
State	MD
Zip Code	61234
Country	UNITED STATES 

Select  

[+ Click here to add a new address](#)




Notes for the Next Page

1. Ignore the Purchase Order box. If you need to use a Purchase Order, that is handled separately.
2. Ignore the VAT information box. That is not used in the US.

Enter Billing Contact

1. Enter information for the Financial / Billing person
2. Select the address above Billing to activate that address
3. Save
4. Scroll below the VAT information.
5. The address from above should appear in another box; select it.
6. Now, look in the Billing preview box. It should show the name of the Billing Contact as well as the address you selected.
7. Save (again)

Please select an address

Address	314 West Jackson	Select		
City	My City			
State	MD			
Zip Code	61234			
Country	UNITED STATES 			

[+ Click here to add a new address](#)

Billing address

This form allows you to enter new or edit financial contact information. Financial contact is one of your staff members that might receive all billing mails and financial calls from IHE.
Contact in this section is not active user and have no login rights. To create a login account, select "Manage Users" under Registration.
It is allowed that a person listed below as a financial contact has a user account for login.

Contact

Organization Name	BCD Systems
First name *	<input type="text" value="Stan"/>
Last name *	<input type="text" value="Blair"/>
Email *	<input type="text" value="stan.blair@bcd-systems.ai"/>
Phone *	<input type="text" value="314-555-0000"/>
Title	<input type="text" value="CFO"/>