

Changing your account billing data

Via [Cleura Cloud Management Panel](#) you can change the contact person, address, company name, and purchase order number associated with your account.

To get started, navigate to <https://cleura.cloud>. Log in and click on the *Profile* button at the top right.



You will now see the *Account settings* page. Choose the *Customer Info* tab, in which you can change and manage your customer information.

Account settings

Current user: test123

Logout

Customer Info

Contact

Settings

Firstname

Test

Lastname

Test1

Address

Test2

City

Test3

Zipcode

00000

Organisation number ⓘ

0000000000

Company name

Testing Company

Purchase order ⓘ

Care of

Update

Finish your changes by clicking the green *Update* button at the bottom.

Changing an account's organization number

You cannot change your organization number (for business accounts) or personal number (for individual accounts) in Cleura Cloud Management Panel.

This requires that you submit a [transfer form](#) via our [Service Center](#).

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