---

layout: post

title: Updating Billing Information

date: 2017-02-06 14:30:00

country: [UK]

language: [English]

locale: [en-uk]

category: [wework]

tags: [account, admin-features, wework]

---

The billing information on file for Ooma Office is used for monthly service charges, as well as for any charges that are incurred by your Prepaid Account. You can update your billing information by following these instructions:

1. Log into your Ooma Office Manager at [{{ site.office\_link.au }}]({{ site.office\_link.au }}/) and navigate to "[Billing]({{ site.office\_link.au }}/#settings)" under the "Account" tab.

2. Review the billing information that is on file under the "Payment Information" section. If you want to update the credit card on file or the billing address, click the "Edit" button.

3. Enter your new payment information.

4. Save your changes.