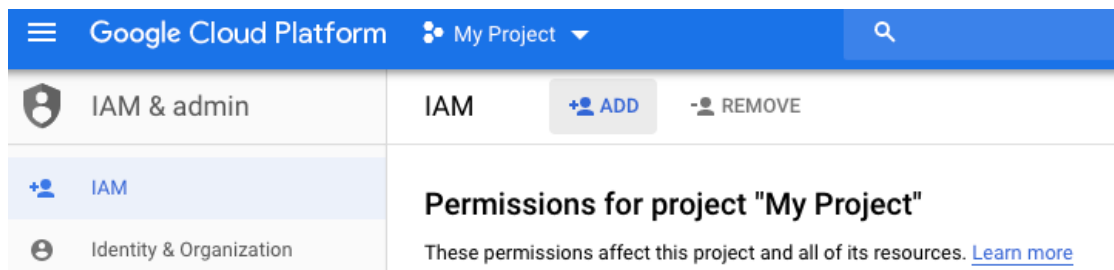


## Solution If You Wrongly Activated Coupon With Personal Gmail Account

For those who activated coupon codes with non-school email account:  
Coupons actually create a new Billing Account, so you can just link that Billing Account to a GCP project under the GCP Organization for Columbia.

1. You can create a new Google Cloud project (using your Columbia email and the Columbia GCP organization). As you done before to create any project.
2. Add your non-school email as a Project Owner on the IAM page  
([https://console.cloud.google.com/iam-admin/iam?\\_ga=2.242444034.-1267767919.1550615012&pli=1](https://console.cloud.google.com/iam-admin/iam?_ga=2.242444034.-1267767919.1550615012&pli=1))

a) Under IAM page, Click on "ADD"



b) At the page pop up, enter the email address in New member column, and select Owner as the role. Then save.

### Add members to "My Project"

#### Add members, roles to "My Project" project

Enter one or more members below. Then select a role for these members to grant them access to your resources. Multiple roles allowed. [Learn more](#)

New members

Select a role

+ ADD ANOTHER ROLE

3. Set up Billing for that Columbia project using your non-Columbia account
  - a) Click the menu button at the upper left corner and go to “Billing” page, and click “Account management” under “Billing” menu. (You should see page like below)

Google Cloud Platform

Billing

Account management

IEORR4526 Analytics

Billing account ID: 01833C-B63A45-39813F

Credits

\$62.45  
Credits remaining  
Out of \$70.00

Projects linked to this billing account

Project name	Project ID
Cloud	cloud-233501

Disable billing

Change billing

- b) Under “Projects linked to this billing account”, click “Change billing”. Then you should be able to change billing to the Gmail account you added as owner before.
4. c) Check ([How to Modify a Project's Billing Settings \(Links to an external site.\)](#)) for more detailed info.

Remember don't link any credit card to billing. Hope this method helps.