Setting your billing email

In this article

Your account's billing email is where GitHub Enterprise Cloud sends receipts and other billing-related communication.

Setting your personal account's billing email 🔗

Your personal account's primary email is where GitHub Enterprise Cloud sends receipts and other billing-related communication.

Your primary email address is the first email listed in your account email settings. We also use your primary email address as our billing email address.

If you'd like to change your billing email, see "[Changing your primary email address](#)."

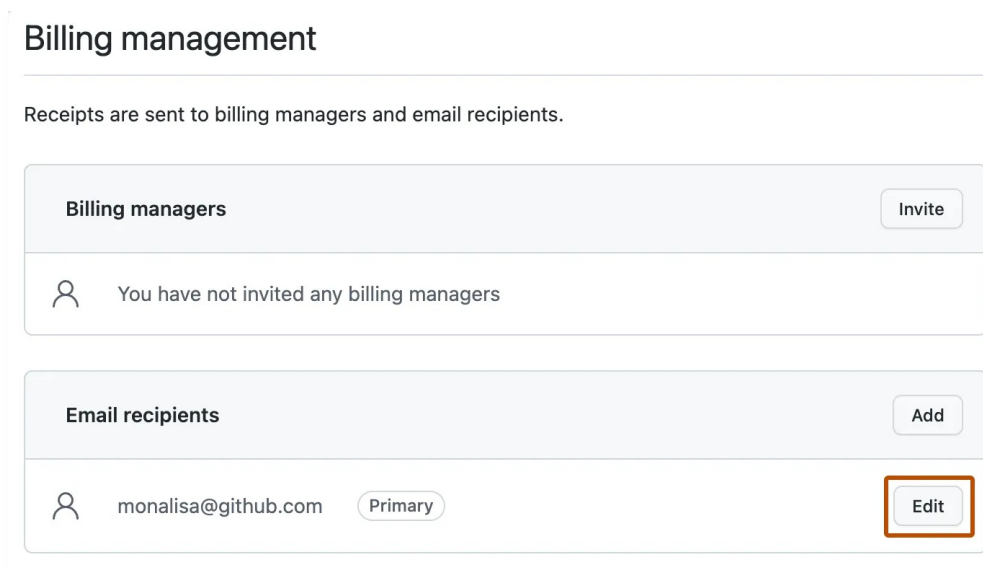## Setting your organization's billing email 🔗

Your organization's billing email is where GitHub Enterprise Cloud sends receipts and other billing-related communication. The email address does not need to be unique to the organization account.

Organization owners and billing managers can access or change billing settings for an organization.

1. In the upper-right corner of any page, click your profile photo, then click **Settings**.

octocat
Octocat ✕

🧑 Edit status

👤 Your profile

🖥 Your repositories
▥ Your projects
🖳 Your codespaces
🏢 Your organizations
🏢 Your enterprises
⭐ Your stars
♡ Your sponsors
⟨⟩ Your gists

⬆ Upgrade
⚗ Feature preview
⚙ Settings

📖 GitHub Docs
👥 GitHub Support

Sign out

2 In the "Access" section of the sidebar, click 🏢 **Organizations**.

3 Next to the organization, click **Settings**.

4 If you are an organization owner, in the "Access" section of the sidebar, click ▦ **Billing and plans**.

5 Under "Billing management", under "Email recipients", find the email address you want to change and click **Edit**.

Billing management

Receipts are sent to billing managers and email recipients.

Billing managers	Invite
👤 You have not invited any billing managers	

Email recipients	Add
👤 monalisa@github.com `Primary`	Edit

6 Type a valid email address, then click **Update**.

Managing additional recipients for your organization's billing email 🔗

If you have users that want to receive billing reports, you can add their email addresses

as billing email recipients. This feature is only available to organizations that are not managed by an enterprise.

Organization owners and billing managers can access or change billing settings for an organization.

Adding a recipient for billing notifications for your organization 🔗

1. In the upper-right corner of any page, click your profile photo, then click **Settings**.
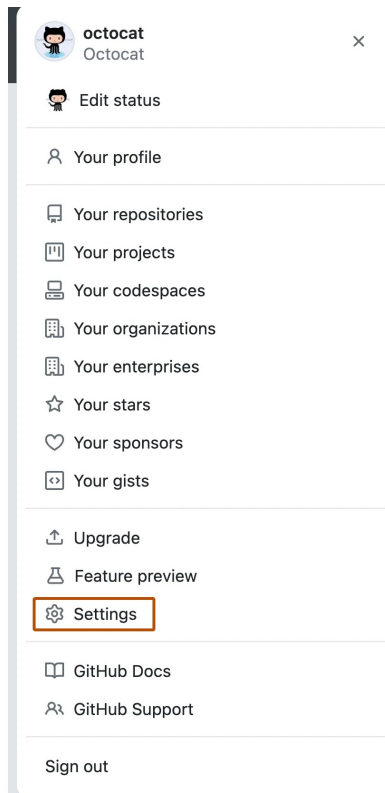
2. In the "Access" section of the sidebar, click ⊞ **Organizations**.

3. Next to the organization, click **Settings**.

4. If you are an organization owner, in the "Access" section of the sidebar, click ⊟ **Billing and plans**.

5. Under "Billing management", to the right of "Email recipients", click **Add**.

Billing management

Receipts are sent to billing managers and email recipients.

Billing managers	Invite
👤 You have not invited any billing managers	

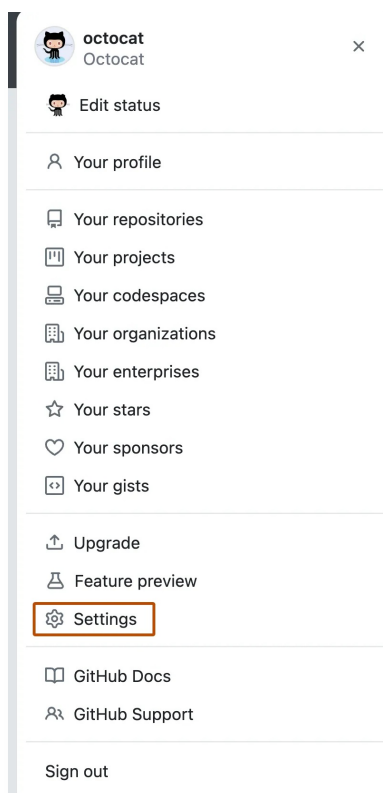| Email recipients	Add
👤 monalisa@github.com (Primary)	Edit

6 Type the email address of the recipient, then click **Add**.

## Changing the primary recipient for billing notifications for your organization 🔗

One address must always be designated as the primary recipient. The address with this designation can't be removed until a new primary recipient is selected.

1 In the upper-right corner of any page, click your profile photo, then click **Settings**.

octocat
Octocat   ✕

😎 Edit status

👤 Your profile

🖥 Your repositories
🗂 Your projects
🖥 Your codespaces
🏢 Your organizations
🏢 Your enterprises
⭐ Your stars
♡ Your sponsors
‹› Your gists

⬆ Upgrade
🧪 Feature preview
⚙ Settings

📖 GitHub Docs
👥 GitHub Support

Sign out

2 In the "Access" section of the sidebar, click 🏢 **Organizations**.

3 Next to the organization, click **Settings**.

4 If you are an organization owner, in the "Access" section of the sidebar, click 🗔 **Billing and plans**.

5. Under "Billing management", under "Email recipients", find the email address you want to set as the primary recipient.

6. To the right of the email address, select **Edit**, then click **Mark as primary**.
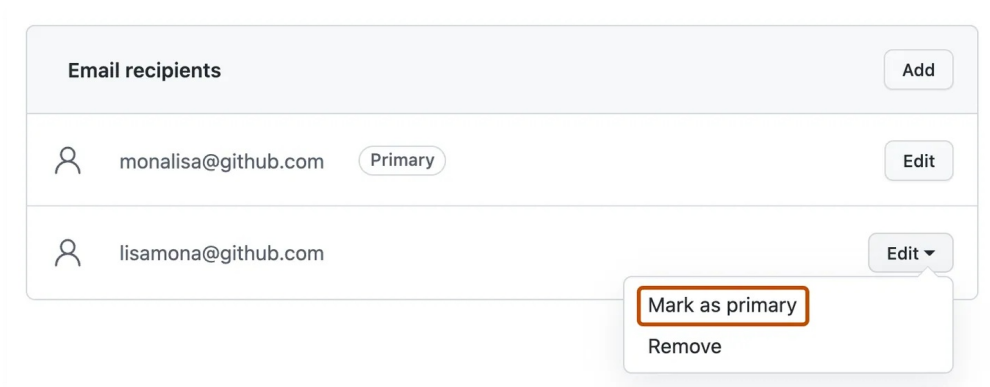
Removing a recipient from billing notifications for your organization 🔗

1. In the upper-right corner of any page, click your profile photo, then click **Settings**.
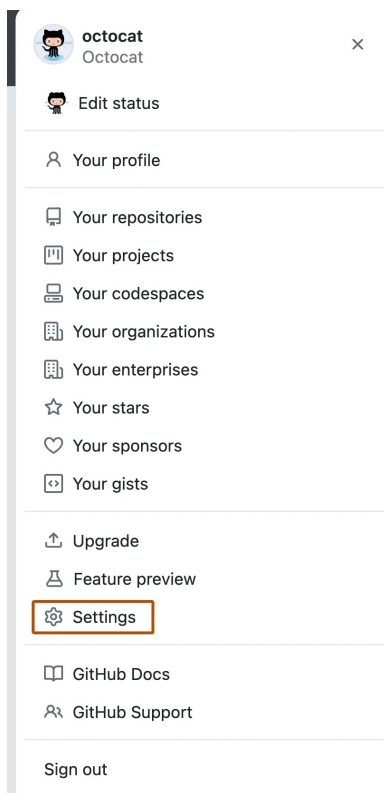
2. In the "Access" section of the sidebar, click ⊞ **Organizations**.

3. Next to the organization, click **Settings**.

4. If you are an organization owner, in the "Access" section of the sidebar, click ▭ **Billing and plans**.

5. Under "Email recipients", find the email address you want to remove.

6. To the right of the email address, select "Edit", then click **Remove**.
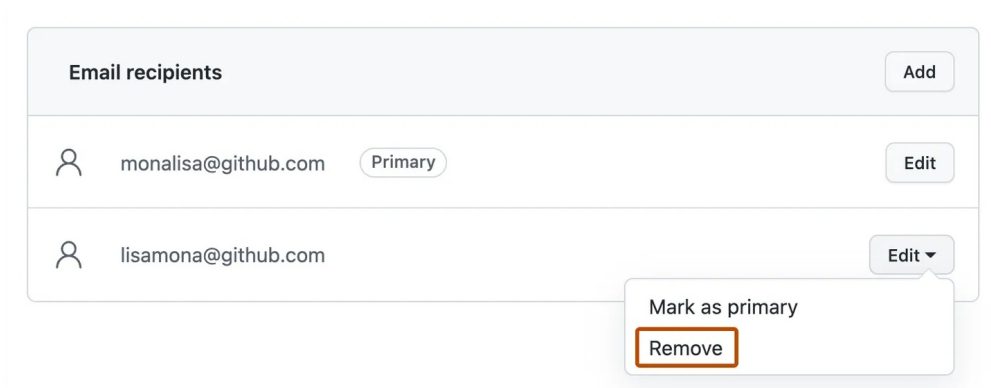
7 Review the confirmation prompt, then click **Remove**.

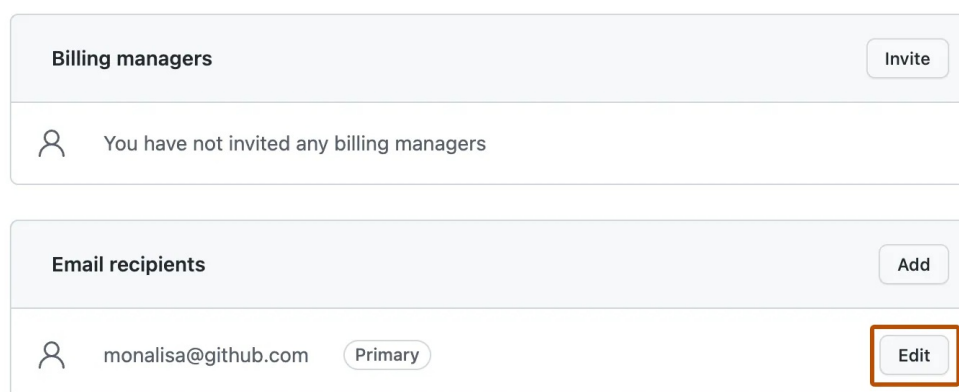## Setting your enterprise's billing email 🔗

Your enterprise's billing email is where GitHub Enterprise Cloud sends receipts and other billing-related communication. The email address does not need to be unique to the enterprise account.

Only enterprise members with the owner or billing manager role can access or change billing settings for your enterprise. For more information, see "Roles in an enterprise."

1 In the top-right corner of GitHub.com, click your profile photo, then click **Your enterprises**.

2 In the list of enterprises, click the enterprise you want to view.

3 In the enterprise account sidebar, click ⚙ **Settings**.

4 Under ⚙ **Settings**, click **Billing**.

5 Click **Billing emails**.

6 Under "Email recipients", to the right of the billing email address, click **Edit**.

7 Type a valid email address, then click **Update**.

Managing additional recipients for your enterprise's billing email 🔗

If you have users that want to receive billing reports, you can add their email addresses as billing email recipients.

Only enterprise members with the owner or billing manager role can access or change billing settings for your enterprise. For more information, see "Roles in an enterprise."

Adding a recipient for billing notifications for your enterprise 🔗

1. In the top-right corner of GitHub.com, click your profile photo, then click **Your enterprises**.

2. In the list of enterprises, click the enterprise you want to view.

3. In the enterprise account sidebar, click ⚙ **Settings**.

4. Under ⚙ **Settings**, click **Billing**.

5. Click **Billing emails**.

6. Under "Email recipients", to the right of the billing email address, click **Add**.

7. Type the email address of the recipient, then click **Add**.

Removing a recipient from billing notifications for your enterprise 🔗

1. In the top-right corner of GitHub.com, click your profile photo, then click **Your enterprises**.

2. In the list of enterprises, click the enterprise you want to view.

3. In the enterprise account sidebar, click ⚙ **Settings**.

4. Under ⚙ **Settings**, click **Billing**.

5. Click **Billing emails**.

6. Under "Email recipients", find the email address you want to remove.

7. To the right of the email address, select "Edit", then click **Remove**.

Email recipients	Add
👤 monalisa@github.com (Primary)	Edit
👤 lisamona@github.com	Edit ▾

Mark as primary
Remove

8. Review the confirmation prompt, then click **Remove**.