Adding information to your receipts

In this article

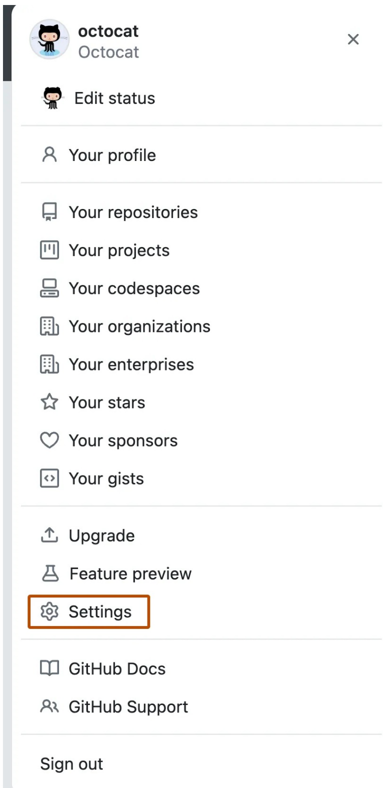
You can add extra information to your GitHub Enterprise Cloud receipts, such as tax or accounting information required by your company or country.

Your receipts include your GitHub subscription as well as any subscriptions for other paid features and products.

Warning: For security reasons, we strongly recommend against including any confidential or financial information (such as credit card numbers) on your receipts.

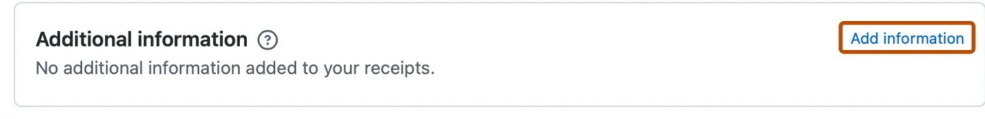
Adding information to your personal account's receipts

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 **Billing and plans**, then click **Payment information**.

3. At the bottom of the page, next to "Additional information," click **Add information**.

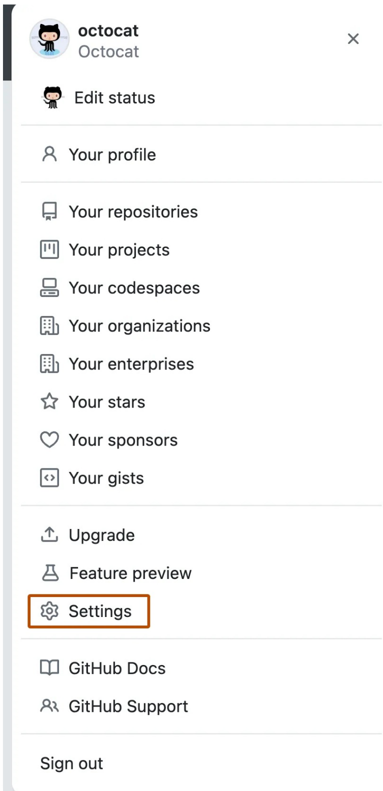


4. In the text fields, type the extra information you'd like on your receipt, then click **Save contact information**.

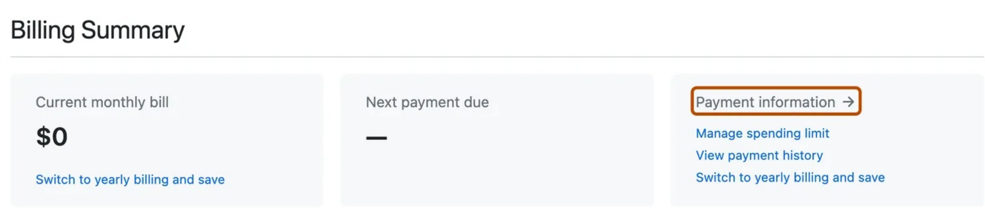
Adding information to your organization's receipts

> **Note**: Organization owners and billing managers can access or change billing settings for an organization.

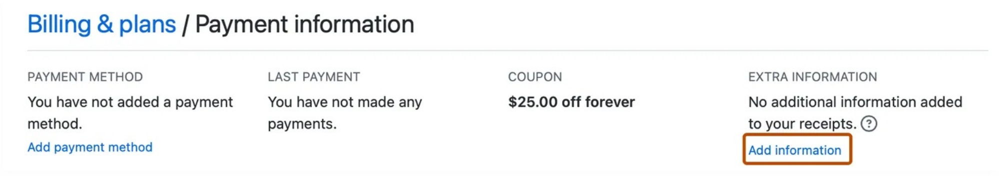
1. In the upper-right corner of any page, click your profile photo, then click **Settings**.



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. At the top of the page, click **Payment information**.



6. Under "Payment information", next to "Additional information click **Add information**.



7. In the text fields, type the extra information you'd like on your receipt, then click **Save contact information**.

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