

Setting your billing email

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

Setting your personal account's billing email

Your personal account's primary email is where GitHub 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

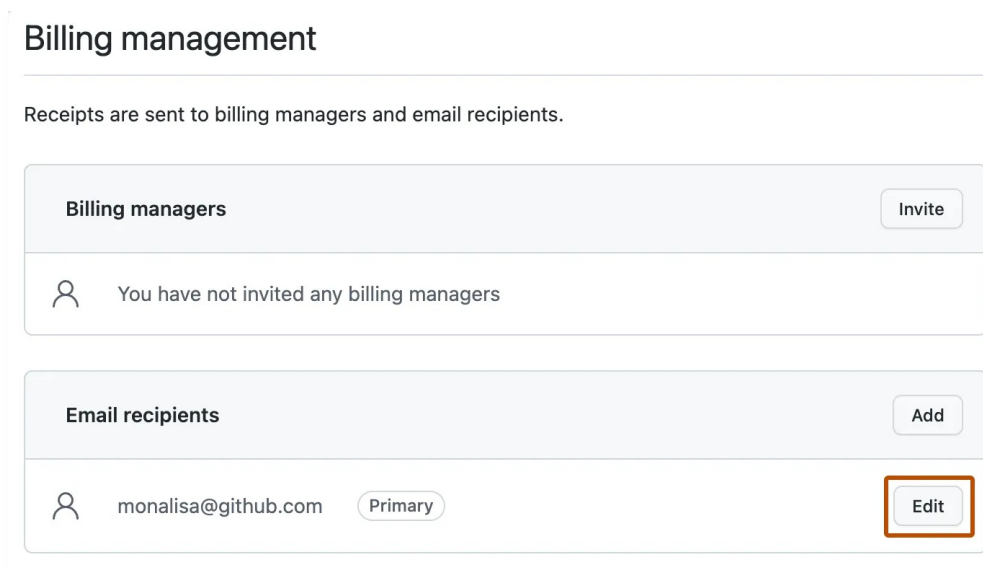
Your organization's billing email is where GitHub sends receipts and other billing-related communication. The email address does not need to be unique to the organization account.

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**.



- 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**.



- 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

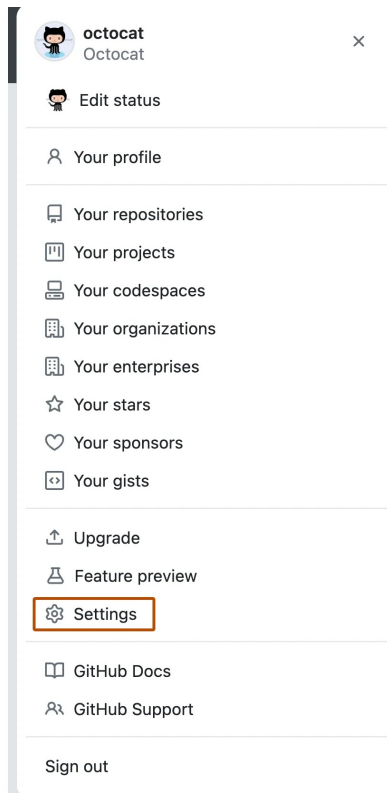
as billing email recipients. This feature is only available to organizations that are not managed by an enterprise.



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

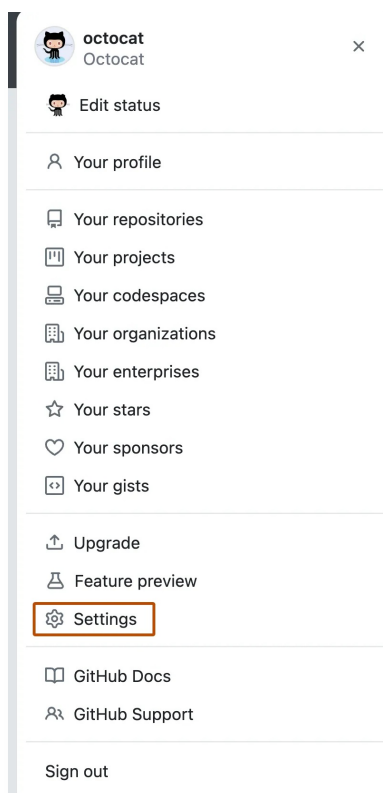
Edit



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

Changing the primary recipient for billing notifications for your organization [↗](#)

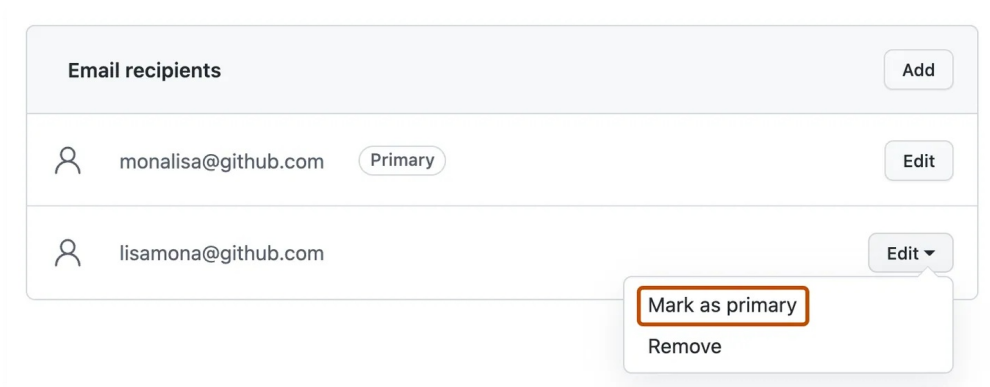
One address must always be designated as the primary recipient. The address with this designation can't be removed until a new primary recipient is selected.

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



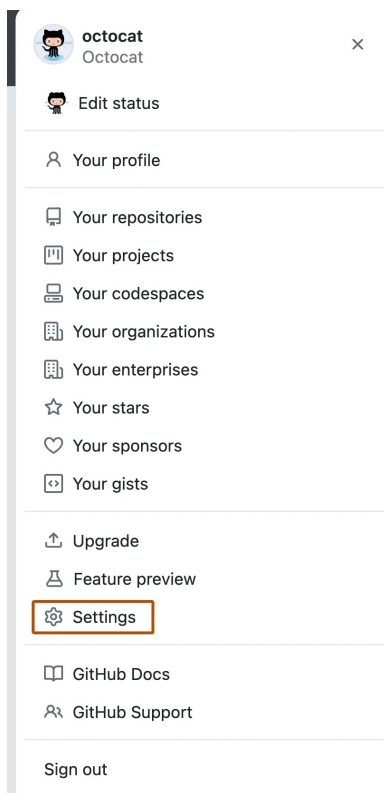
- 2 In the "Access" section of the sidebar, click  **Organizations**.
- 3 Next to the organization, click **Settings**.
- 4 If you are an organization owner, in the "Access" section of the sidebar, click  **Billing and plans**.

- 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**.

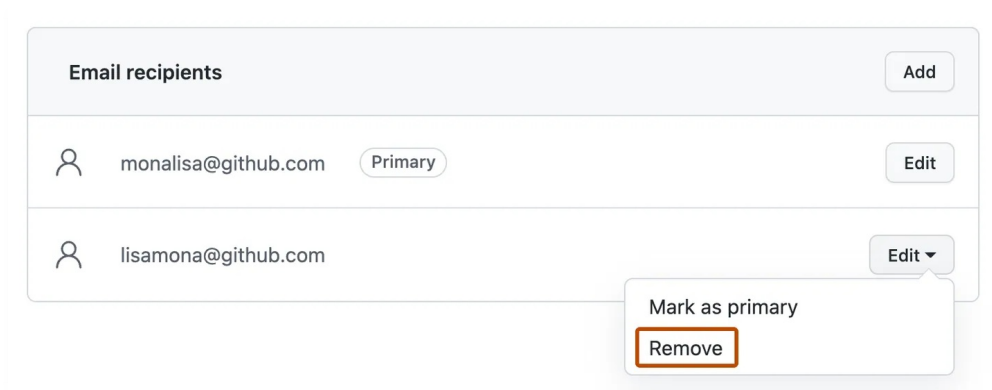


Removing a recipient from billing notifications for your organization [🔗](#)

- 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**.

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