## **Adding Account Information**

When first setting up a Flow account the user should first enter some basic information. Information entered here such as **Account Description** and **Timez one** will be used throughout the account. To enter this information:

- 1. Using the Flow domain provided access the interface with manager credentials.
- 2. Click Setup in the left-hand menu to expand the section.





- 4. Enter or update the following information:
  - a. Account Description: The description provided here is displayed at the bottom right corner of the interface.
  - b. Business Name: Enter the legal name for the business using the NocFlow interface.
  - c. Timezone: Use the dropdown list provided to select the correct timezone.
  - d. Billing Address: Enter the billing address for the account.
  - e. Billing City: Enter the city for the account.
  - f. Billing State: Enter the State for the account.
  - g. Billing Country: Enter the County for the account.
  - h. Billing Contact Name: Enter the name that billing info should be sent to or in care of.
  - i. Billing Phone Number: Enter the organization's billing department number.
  - j. Billing Email: If the organization would like to receive billing notices by email enter the recipient address here.

Account information	
nformation regarding the business account, ownership and contact information.	
Account Description	
NocLABS Control Center	
Business Name	
NocTel Communications, Inc.	
Timezone	
America/Los_Angeles	
Billing Address	
Billing City	
Billing State	
Oregon	
Billing Zip Code	
Billing Country	
USA	
Billing Contact Name	
Billing Phone Number	
Billing E-mail	
	Save

5. Review the information and when done click the Save button.



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