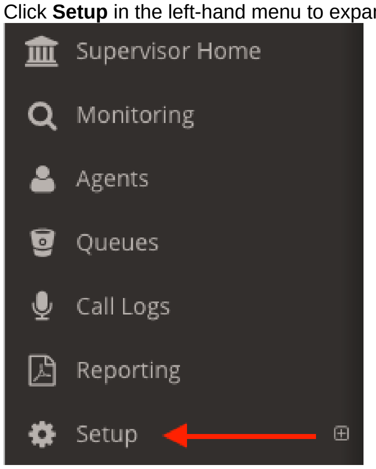
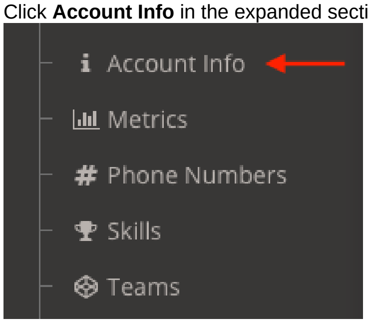
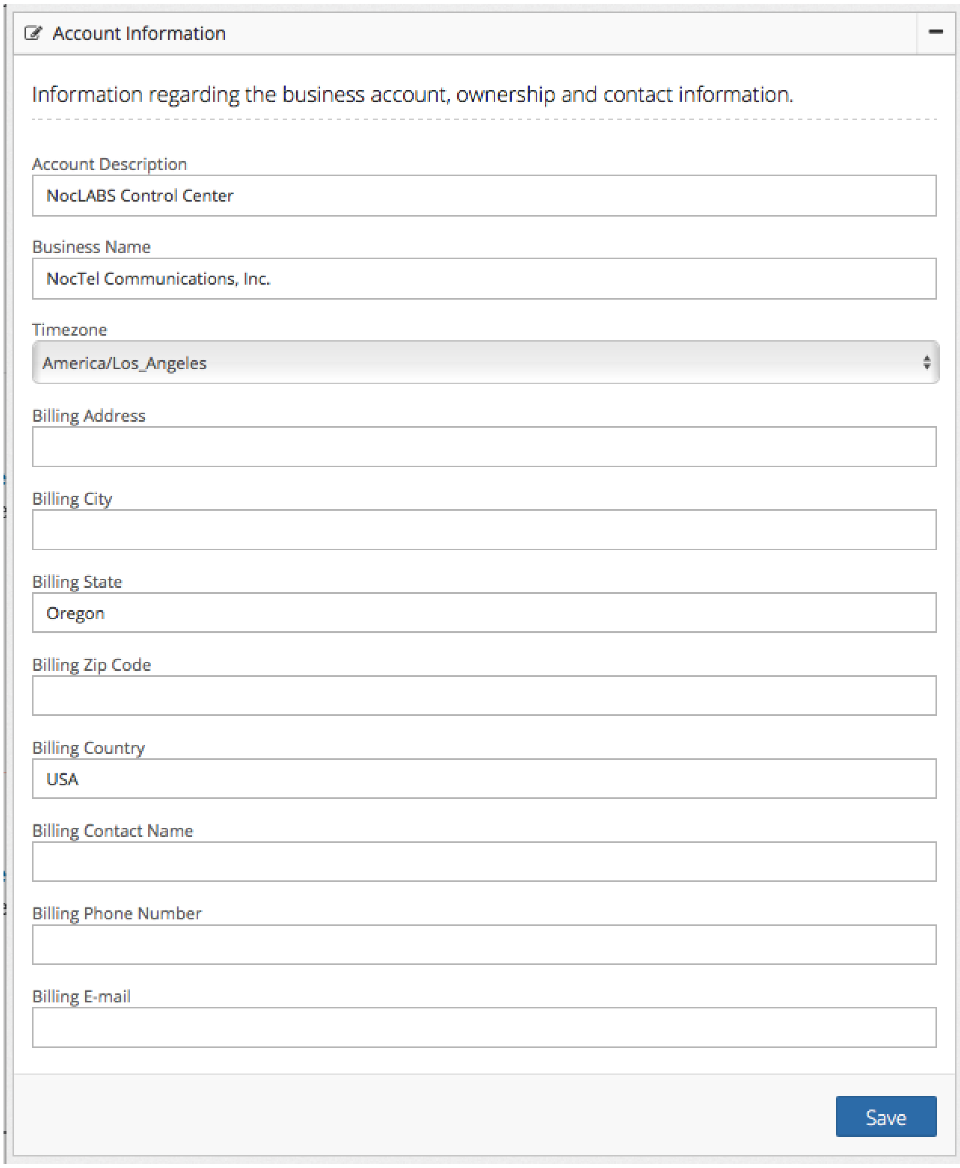
Adding Account Information

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:

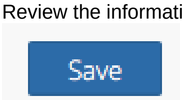
1. Using the Flow domain provided access the interface with manager credentials.
2. Click **Setup** in the left-hand menu to expand the section.


3. Click **Account Info** in the expanded 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.



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



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