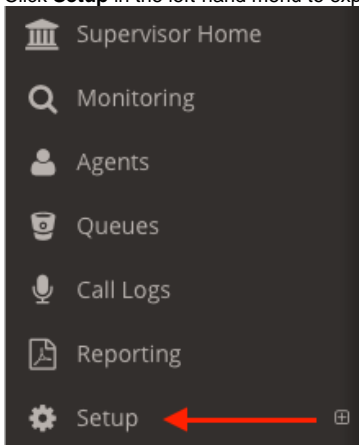


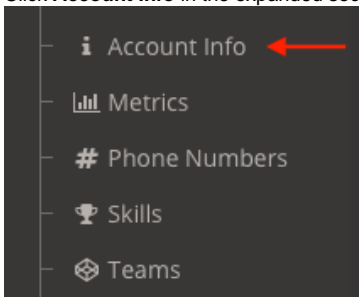
Adding Account Information

When first setting up a Flow account the user should first enter some basic information. Information entered here such as **Account Description** and **Timezone** 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.

 Account Information

Information 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.

Save

Related articles

- [Adding Account Information](#)