

How to Change the Billing Information

PORTERS Trial expires in 568 days

Stacie Apps

Client Recruiter Job Person Resume Process Activity

Company Profile

Account Information

Company Name	Pooorters Inc.	Country	
Zip Code		Prefecture	
City		Street	
URL		Number of Agents	1 - 3
License No.		Client ID	EML
Default Language	English	Time zone	(GMT+9 Standard Time (Asia/Tokyo))
Created By	N/A Catherine Porters	Created Date	
Updated By	N/A Stacie		

Billing Company Information

Country	
Prefecture	
Street	
Title	
Name	
Telephone	
Created By	N/A Catherine Porters

Edit Billing Company Information

System Account
Company Profile
User
Department
Settings
IP Address Restriction
Duplicate check
Security Group
Customize
Customize

【Step 1】 Click the Settings icon in the upper right corner, then click “Company Profile”

- ※The Settings menu can only be accessed by the system administrator
- ※By clicking the arrow that appears after a menu item, a new window will open

【Step 2】 Click “Billing Company Information” followed by “Edit Billing Company Information” to change the contents

- ※ There is a possibility that the screen image might change.
- ※ In this manual, the default menus displayed are the default settings.
To change the global menu display settings, please refer to the document “How to Customize the Global Menu”.

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Account Information

Company Profile

Billing Company Information

Country	<input type="text"/>	Zip Code	<input type="text"/>
Prefecture	<input type="text"/>	City	<input type="text"/>
Street	<input type="text"/>	Department	<input type="text"/>
Title Name	<input type="text"/>	Company Name	<input type="text"/>
Name	<input type="text"/>	Email	<input type="text"/>
Phone Number	<input type="text"/>	FAX	<input type="text"/>
Created By	N/A Catherine Porters	Created	<input type="text"/>
Updated By	N/A Catherine Porters	Updated	<input type="text"/>

Save Cancel

- By changing the company profile here, no other procedures are necessary for document submission, etc.
- Changes should be performed by the customer.