

When you reach the Invoice page, if there is no Information in the Billing Information please Click Edit Billing Information

SECTC
Edit Billing Information
Bill To

Organization Name

Name 9/1

Last Name

Address Du

City

State \$8.

Zip

Phone

Example:(334) 797-4956

After you have Enter the Correct Information please click Save billing information

SECTC
Save Billing Information Cancel
Bill To

Organization Name

First Name 9/13/21

Last Name 1

Address Due or

City Amc

State \$8.50

Zip

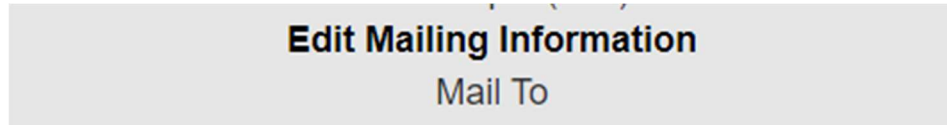
Phone

Example:(334) 797-4956

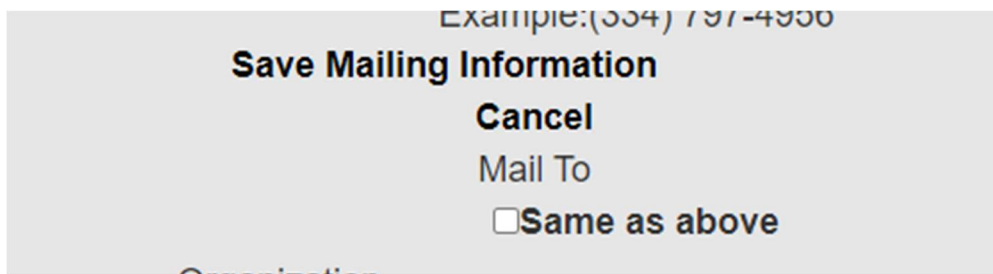
Edit Mailing Information
Mail To

Organization

You must complete the same steps as above to update or Edit the Mailing Information



After entering Information, you must save Mailing Information



If the Mailing Information and billing Information is the same, you can use the same as above check Box to fill mailing information.