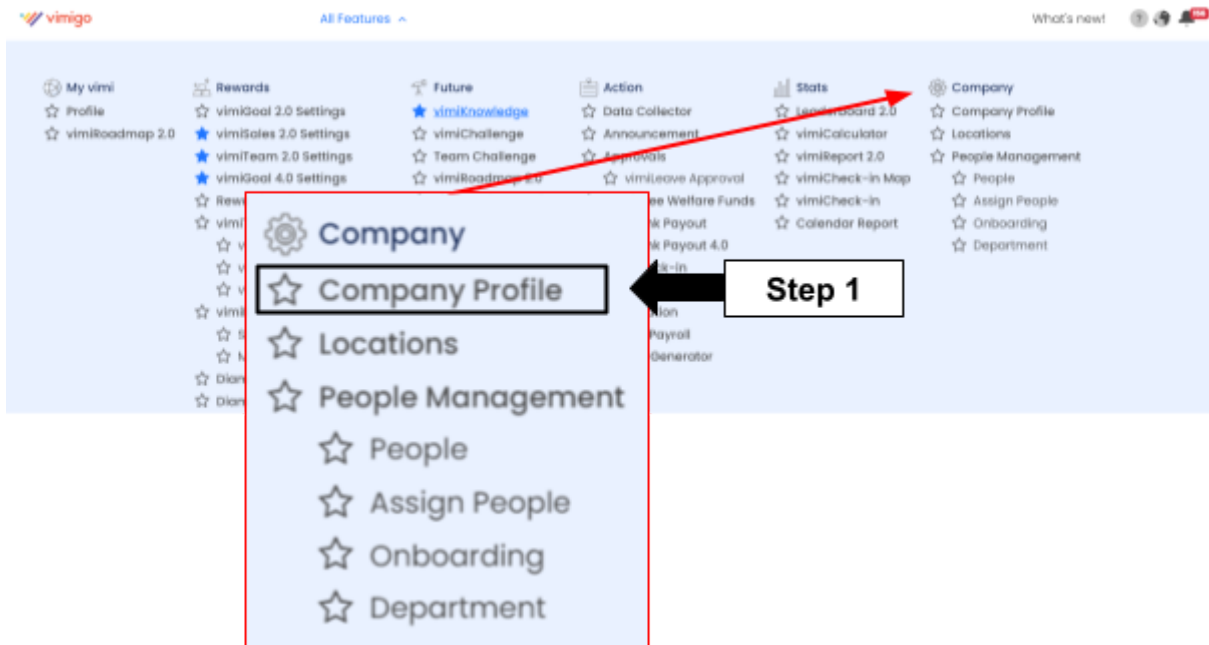


How to add billing information?

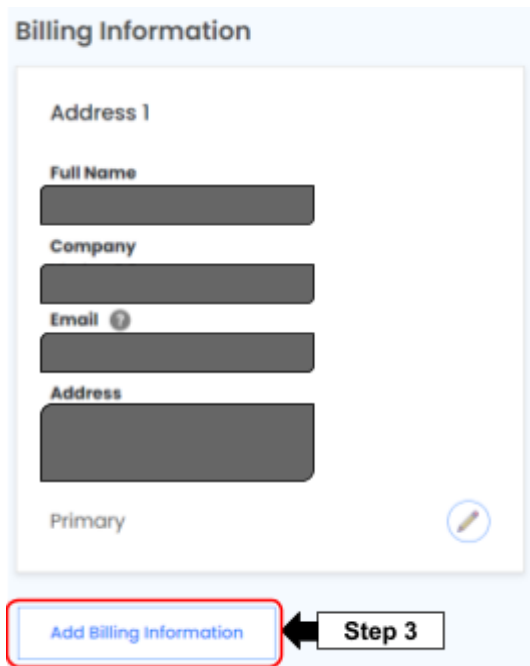
Step 1: Head over to **All Features** Tab at the top of the website ☐ Under **Company** list, click on **Company Profile**.



Step 2: Click "**BILLING INFORMATION**".



Step 3: Scroll down to **Billing Information** and click **Add Billing Information**.



The screenshot shows a 'Billing Information' form with the following fields: 'Full Name', 'Company', 'Email', and 'Address'. Below these fields is a 'Primary' checkbox and an edit icon. At the bottom of the form, the 'Add Billing Information' button is highlighted with a red box. A black arrow labeled 'Step 3' points to this button.

Step 4: Fill in the Detail Information and click **Save**.



The screenshot shows the 'Add Billing Information' modal form. It features a title bar with a close button (X). Below the title bar is an icon of a document with a dollar sign and gears. The form contains the following fields, all marked as required with a red asterisk: 'Full Name', 'E-mail Address', 'Phone Number Eg. 0123456789', 'Address', 'Postal Code', 'City', 'State', and a dropdown menu for 'Malaysia'. A bracket on the right side of these fields is labeled 'Fill in'. At the bottom of the form are 'Cancel' and 'Save' buttons. A black arrow labeled 'Save' points to the 'Save' button.