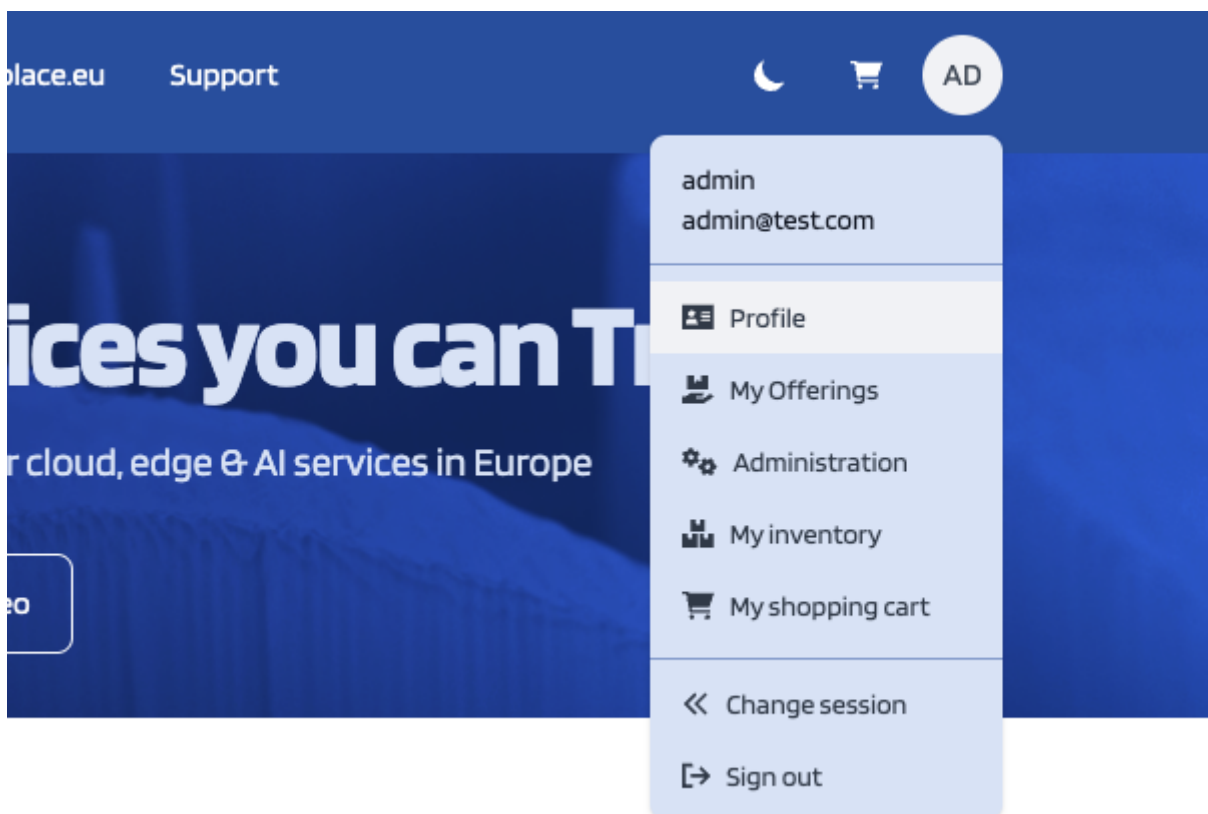# How to manage profile and billing information

All the users of the system can configure their profile, so they can configure their personal information as well as their billing addresses and contact mediums.

Profile configuration

To configure the user profile, the first step is opening the Profile section located in the user menu.

In the displayed view, it can be seen that some information related to the account is already included (Username, Email, Access token). This information is the one provided by the IdM after the login process.

The profile to be updated depends on whether the user is acting on behalf an organization or himself. In both cases, to update the profile, fill in the required information and click on Update.

For users, personal information is provided.

Profile

General	
Billing addresses	
Orders	

Account

User id

admin

Access token

1dad0119a0fae5d24c1c9b2b9c79c217431a07be

Email

admin@test.com

Profile

Name

Admin

Lastname

Lastname

Treatment

Miss

Marital status

Single

Gender

Female

Nacionality

Spanish

Birthdate

Date

31/08/1997

Country

Spain

City

Madrid

Update

Note: Only the Name and Lastname fields are mandatory.

For organizations, general organization info is provided.

Profile

Organization

Name

Ficodes S.L

Website

https://www.ficodes.com/

Description

Description _example_

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. [title](https://www.example.com)

Add organization logo

Contact information

MEDIUM TYPE	INFO	ACTIONS
Email	lminones@ficodes.com	

Add a new contact medium

Email

Email

Save

Update

In this case, Organizations are allowed to change its name and add/update website, description, logo and contact mediums. In order to do that, you should select the medium type (i.e. Email, Postal Address or Phone Number), fill the required fields and click on Save. Once you've created as many contact mediums as you need you should click on Update.

In the following images an example of each contact medium creation form is shown.

Contact information

MEDIUM TYPE	INFO	ACTIONS
There's no contact medium information.		

Add a new contact medium

Email ⌄

Email

lminones@ficodes.com

Save 💾

Update

Contact information

MEDIUM TYPE	INFO	ACTIONS
Email	lminones@ficodes.com	✏️ 🗑️

Add a new contact medium

Postal Address ⌄

Country

Spain

City

Madrid

State / Province

Madrid

ZIP / Postal Code

28230

Street Address

Las Rozas

Save 💾

Update

Contact information

MEDIUM TYPE	INFO	ACTIONS
Email	lminones@ficodes.com	✏️ 🗑️
PostalAddress	Las Rozas, 28230 (Madrid) Madrid	✏️ 🗑️

Add a new contact medium

Phone Number ⌄

Phone Type

Office ⌄

Phone number

🇪🇸 +34 ⌄   981111111

Save 💾

Update

Furthermore, if you need to update any of the created contact mediums you should click the *Edit* button (example shown in the following image) of the specific contact medium and change the wanted fields. The same goes if you need to delete a contact medium, in this case you should click the *Delete* button.

Edit contact medium ✕

Postal Address ⌄

Country

Spain

City

Madrid

State / Province

Madrid

ZIP / Postal Code

28230

Street Address

Las Rozas

Save 💾

Billing addresses

In the Billing addresses section both Users and Organizations have the same view where the are able to create/update Billing Addresses.

To create a billing address, fill in the fields and click on Add billing address.

To update a billing address, click the *Edit* button of the specific address, change the wanted fields and click on *Update billing address*.

Edit billing address

Title

HOME

Country

Spain

City

Madrid

State / Province

Madrid

ZIP / Postal Code

28041

Street Address

Las Rozas

Email

lminones@ficodes.com

Phone Type

Mobile

Phone number

+34   611111111

Update billing address