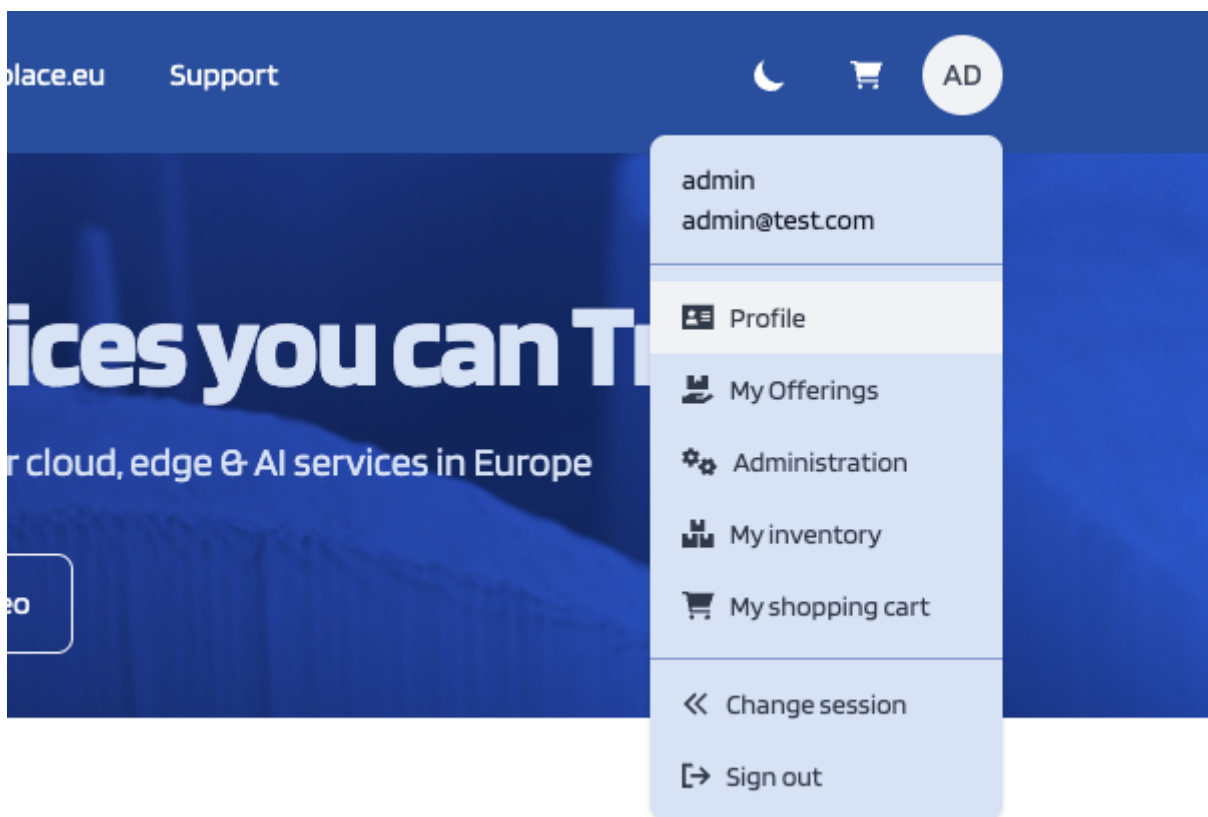


# How to manage profile and billing information

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**

**Access token**

**Email**


### Profile

**Name**

**Lastname**

**Treatment**

**Marital status**

**Gender**

**Nacionality**


### Birthdate

**Date**

**Country**

**City**



*Note: Only the Name and Lastname fields are mandatory.*

For organizations, general organization info is provided.

## Profile

[General](#)
[Billing addresses](#)
[Orders](#)

### Organization

#### Name

#### Website

#### 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



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@ficomdes.com

Save

Update

## Contact information

MEDIUM TYPE	INFO	ACTIONS
Email	lminones@ficomdes.com	<div><div></div><div></div></div>

## 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

Phone number

Office

 +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

City

Spain

Madrid

State / Province

ZIP / Postal Code

Madrid

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.

MARKETPLACE

HomeSearchCataloguesdome-marketplace.euSupport

F

Profile

General

Billing addresses

Orders

My billing addresses

TITLE	EMAIL	POSTAL ADDRESS	PHONE NUMBER	ACTIONS
<div><div></div>There's no billing information.</div>				

Add billing address

Title

HOME

Country

Spain

City

Madrid

State / Province

Madrid

ZIP / Postal Code

28041

Street Address

Las Rozas

Email

lminones@ficomdes.com

Phone Type

Mobile

Phone number

+34

611111111

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*.

My billing addresses

TITLE	EMAIL	POSTAL ADDRESS	PHONE NUMBER	ACTIONS
HOME	lminones@ficomdes.com	Las Rozas, 28041 (Madrid) Madrid	+34611111111	<div><div></div><div></div></div>

MARKETPLACE

HomeSearchContact UsSign in / Create accountSupport

Profile

Account

My address

Orders

Edit billing address

×

Title

HOME

Country

Spain

City

Madrid

State / Province

Madrid

ZIP / Postal Code

28041

Street Address

Las Rozas

Email

Iminones@fICODES.com

Phone Type

Mobile

Phone number

+34611111111

Update billing address