

Managing your Account Profile in Cobweb CORE

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Your Account Profile specifies the name of your account, as well as its address and the primary contacts of the account. It is important that your Account Profile is kept up to date with us. As such, you can manage your Account Profile through Cobweb CORE.

If you need to change where your Invoices are sent to, you should edit your Billing Contact.

Managing your Account Profile

1. Login to Cobweb CORE as an Administrator
2. Click **Account** in the left navigation pane
3. Select **Account Profile**
4. To update any details under Account Settings or Postal Address, select the **Edit** button at the bottom of the tile

