

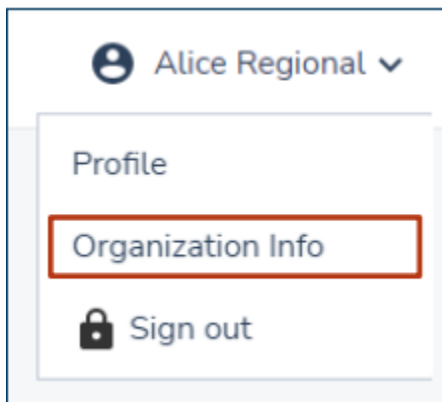
It is essential that organizations keep their information current within the WREGIS system. This includes general contact information, billing details, and active user permissions. Below, you will find instructions for updating the organization information, the Primary Contact, and the Billing Contact. You can find more information on updating user logins [here](#).

Updating the Organization Information and Primary Contact

WREGIS directs general organization questions and critical updates to the Primary Contact listed on the organization. Only one Primary Contact can be associated with an organization, though any user with Manage Organization permissions may make the update. The Primary Contact cannot be an Agent user and must have Manage Organization permissions before they will be available for selection.

To update the Organization Information or the Primary Contact—

1. Click the arrow next to your name in the top-right corner of the screen and select **Organization Info**.



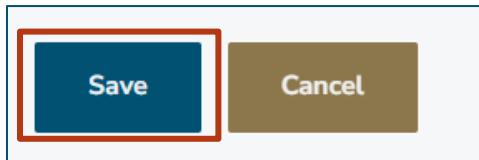
2. Click **Edit** on the **Organization Info** tab.



3. If updating the Primary Contact, select the new Primary Contact from the dropdown list.
 - a. If the desired user is not listed, check user permissions to ensure they meet the requirements.

Updating Organization and Billing Information

4. Update other organization information as needed. **NOTE:** The organization contact information may be generic for the company and does not need to match the Primary Contact. WREGIS will use the contact information associated with the Primary Contact login for sending communications.
5. Click **Save**.



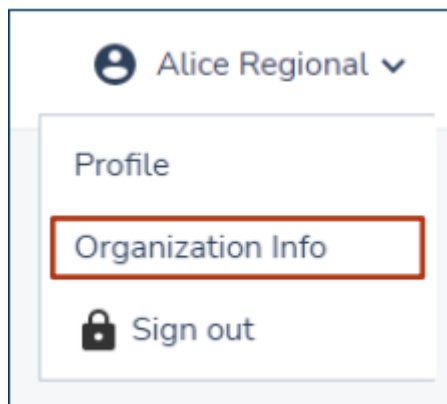
Updating Billing Contact Information

WREGIS uses the Billing Contact information to send invoices and communicate about payment or billing issues. Any user with Manage Organization permissions may make updates to the Billing Contact information.

Unlike system logins, the Billing Contact may be a generic email address for a department or outside accounting firm. It is not linked to a specific login in WREGIS and does not grant visibility to the system. If the Billing Contact needs visibility to confidential information in the organization, you will need to create a login for each individual that requires access.

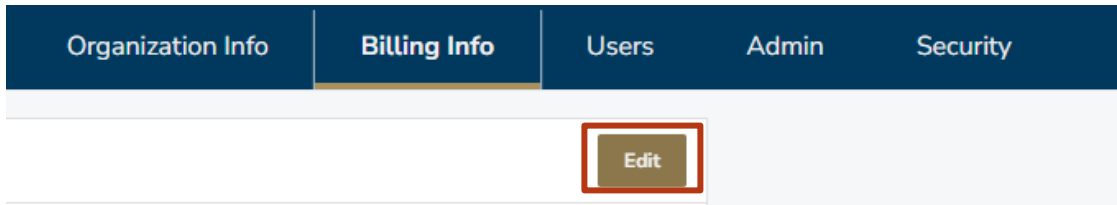
To update the Billing Contact—

1. Click the arrow next to your name in the top-right corner of the screen and select **Organization Info**.



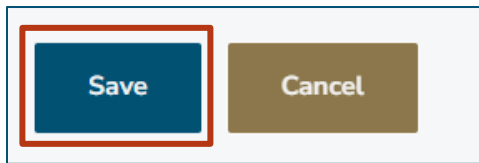
Updating Organization and Billing Information

2. Click on the **Edit** button on the **Billing Info** tab.



3. Update the necessary information.

4. Click **Save**.



NOTE: Changes will be effective in the next billing cycle. If you need a copy of an invoice in the meantime, send an email to wregisar@wecc.org.