



How to add billing address in your Chargebee account

# Step: 01

## Welcome!

In this Guide, we will learn how to add Billing Address on your Chargebee account

The screenshot shows the Chargebee dashboard interface. At the top, a notification states "Your trial expires in 11 day(s). Get in touch to fast". A "Welcome!" tooltip is overlaid on the dashboard, containing the text: "Welcome! In this Guide, we will learn how to add Billing Address on your Chargebee account". The dashboard features a left-hand navigation menu with options like "Get Started", "Home", "Customers", "Subscriptions", "Invoices & Credit Notes", "Product Catalog", "Logs", "Reports", and "Settings". The main content area displays several key metrics: MRR (\$84,920), Active Subscriptions (1,702), Net payments received (\$194,800), and Unpaid invoices (80 \$2,340). Below these metrics are two line charts: "Sales" showing a total of \$76.66K (Jan \$77.50K) and "New Sales" showing a total of \$7.13K (Jan \$8.94K). The dashboard also includes a "Go to RevenueStory" button and a "Contact Sales" button in the top right corner.

# Step: 02

## Click on "Settings"

The screenshot shows a dashboard interface with a left-hand navigation menu. The 'Settings' option, represented by a gear icon, is highlighted with a blue border. The main dashboard area contains a top banner with a trial expiration notice, a row of five key metrics cards (MRR, Active Subscriptions, Net revenue, Net payments received, Unpaid invoices), and two line charts for 'Sales' and 'New Sales'. A tooltip callout points to the 'Settings' menu item with the text 'Click on "Settings"'. The user's profile 'ashvini r' is visible at the bottom left of the dashboard.

Metric	Value
MRR	\$84,920
Active Subscriptions	1,702
Net revenue	\$198,805
Net payments received	\$194,800
Unpaid invoices	80 \$2,340

# Step: 03

## Click on "Configure Chargebee"

**Dashboard Overview:**

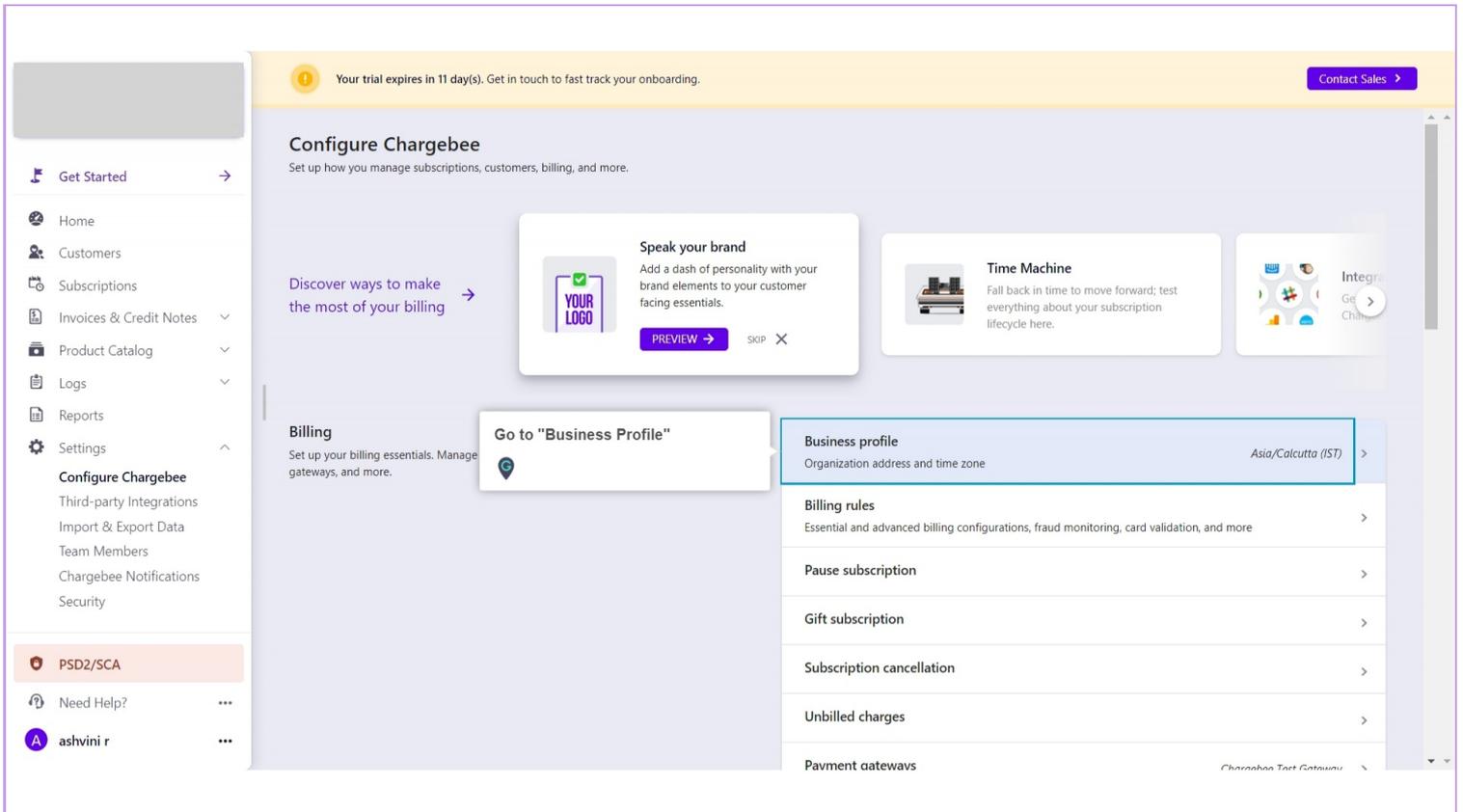
- Header:** Your trial expires in 11 day(s). Get in touch to fast track your onboarding. [Contact Sales](#)
- Metrics Row:**
  - MRR: \$84,920
  - Active Subscriptions: 1,702
  - Net revenue: \$198,805
  - Net payments received: \$194,800
  - Unpaid invoices: 80 \$2,340
- Navigation:** Daily | 3 Months | 6 Months | 12 Months | [Go to RevenueStory](#)
- Sales:** \$76.66K (Jan \$77.50K)
- New Sales:** \$7.13K (Jan \$8.94K)
- Payments:** [Section header]
- Refunds:** [Section header]

**Sidebar Menu:**

- Get Started
- Home
- Customers
- Subscriptions
- Invoices & Credit Notes
- Product Catalog
- Logs
- Reports
- Settings
  - Configure Chargebee**
  - Third-party Integrations
  - Import & Export Data
  - Team Members
  - Chargebee Notifications
  - Security
- PSD2/SCA
- Need Help?
- ashvini r

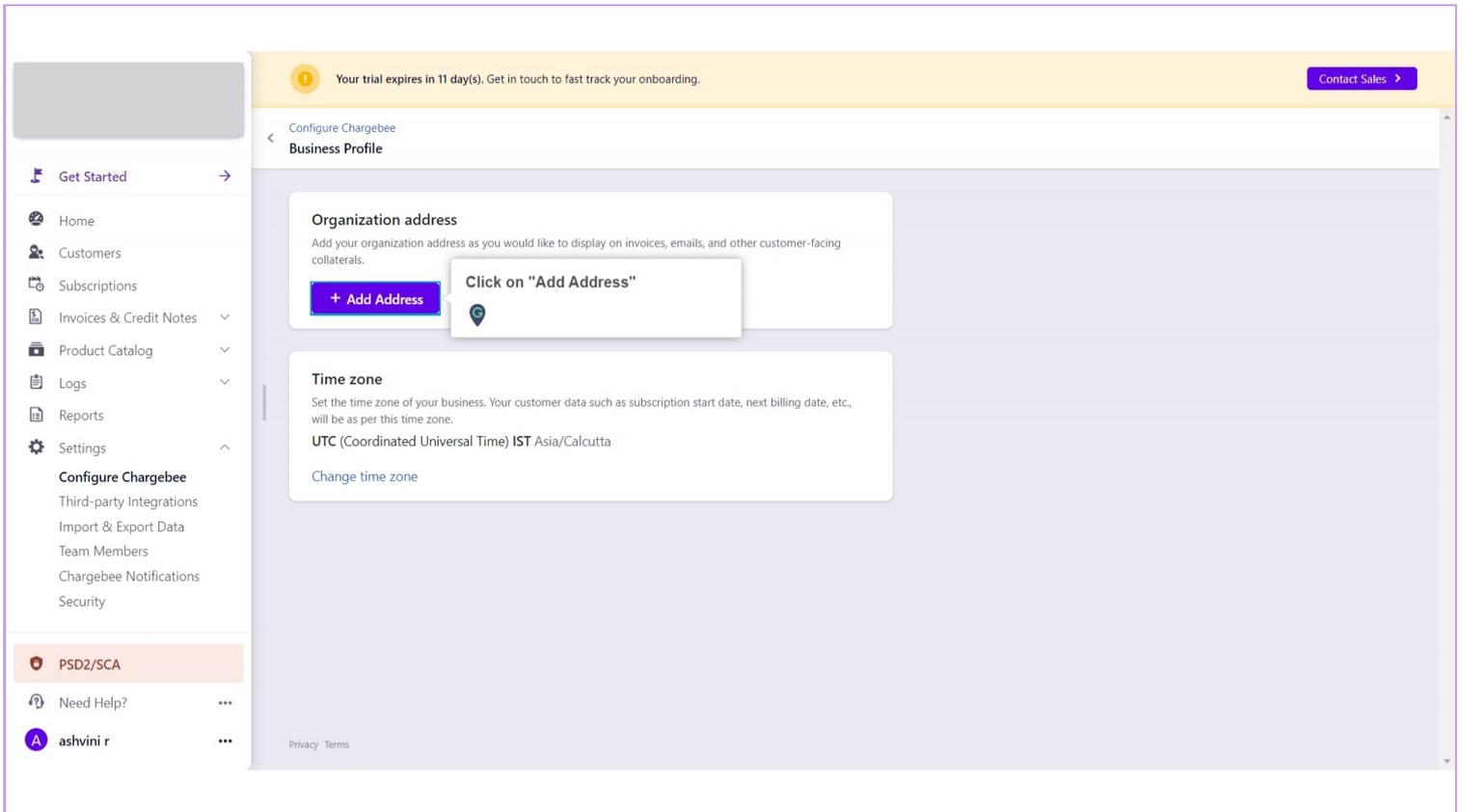
# Step: 04

## Go to "Business Profile"



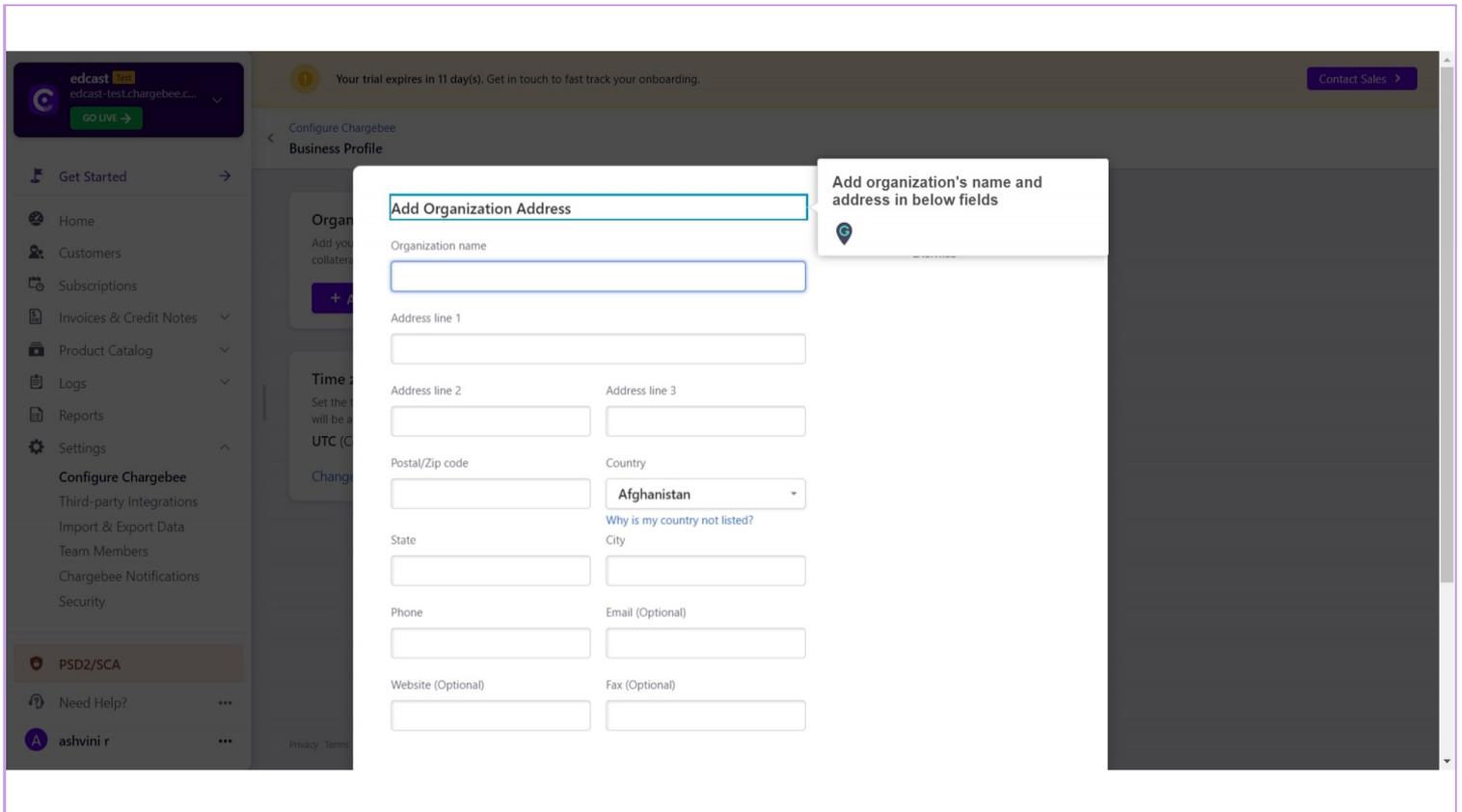
# Step: 05

## Click on "Add Address"



## Step: 06

Add organization's name and address in below fields



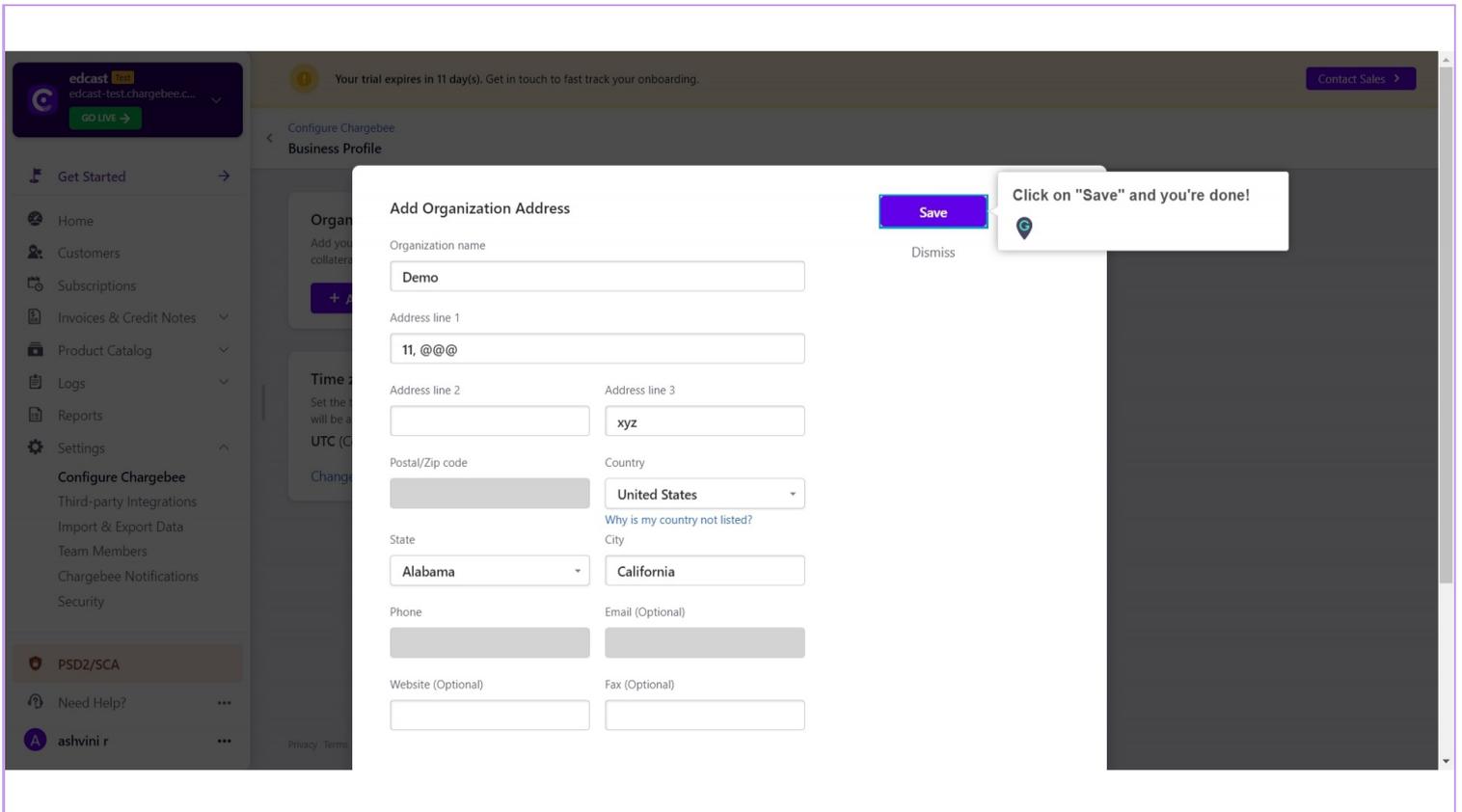
The screenshot shows the edcast Business Profile configuration page. A modal titled "Add Organization Address" is open, displaying the following fields:

- Organization name
- Address line 1
- Address line 2
- Address line 3
- Postal/Zip code
- Country (Dropdown menu showing "Afghanistan")
- State
- City
- Phone
- Email (Optional)
- Website (Optional)
- Fax (Optional)

A tooltip above the modal reads: "Add organization's name and address in below fields". The background page shows a sidebar with navigation options like "Get Started", "Home", "Customers", "Subscriptions", "Invoices & Credit Notes", "Product Catalog", "Logs", "Reports", "Settings", "Configure Chargebee", "Third-party Integrations", "Import & Export Data", "Team Members", "Chargebee Notifications", "Security", "PSD2/SCA", "Need Help?", and "ashvini r". The main content area includes a trial expiration notice and a "Business Profile" section.

# Step: 07

Click on "Save" and you're done!



# Thank You!

[myguide.org](https://myguide.org)