

### **Changing the Contact Information and/or Billing Information**

The contact information will be listed on the confirmation messages to all registrants so they can contact you with any questions upon registration. If someone comes to the registration site but has not registered yet they can send an email through our system, but they will not be able to see your email address.

Billing information is for our (Active's) use only; this address is where we will mail your biweekly registration checks to.

#### **To Change the Contact Information:**

1. Go to [www.active.com/explorer](http://www.active.com/explorer)
2. Type in your username and password, click log in
3. When the page refreshes go to the "Select Listing ->" drop down bar located in the top left – pull the bar down to select which listing you would like to access
4. Once you have selected a listing you will see a set of yellow folders on the left hand side of the page; go to the yellow *Organization Information* folder
5. Click on the *Contact Information* folder
6. Change the contact information (name, telephone #, email or URL)
7. Click "save" once you are done

#### **To Change the Billing Address:**

1. Go to [www.active.com/explorer](http://www.active.com/explorer)
2. Type in your username and password, click log in
3. When the page refreshes go to the "Select Listing ->" drop down bar located in the top left – pull the bar down to select which listing you would like to access
4. Once you have selected a listing you will see a set of yellow folders on the left hand side of the page; go to the yellow *Organization Information* folder
5. Click on the *Accounting Information* folder
6. Update the billing address for where you Active to mail checks to and click "save" once you are done