Manage Billing Details

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Use the Billing area to maintain the commercial information associated with your Atloria workspace or project. Keeping billing contacts and commercial details current helps ensure that plan, credit, and enterprise-related communications reach the right people.

Overview

Billing details support your organization’s commercial readiness in Atloria. This includes the information used when your organization works with billing plans, credits, Stripe-related billing, or enterprise arrangements.

You may need to review or update billing details when a billing contact changes, your organization updates its commercial information, or you are preparing to manage plans and credits. The Billing area is available from the relevant management or settings experience.

The exact information available on the Billing screen can depend on your organization’s setup. Review the visible sections carefully before making changes, especially when your workspace has enterprise billing arrangements.

> 📷 *Screenshot pending: The Billing area showing commercial readiness and billing information sections.*

Prerequisites

Before you start, make sure you have:

- Access to the applicable Atloria workspace or project.
- Permission to open **Settings** or the relevant management screen.
- The current contact information for the person or team responsible for billing.

- Any approved commercial information required by your organization.
- Confirmation from your finance or procurement team if you are changing enterprise, plan, credit, or Stripe-related details.

Step-by-Step Instructions

1. Open the Atloria workspace or project whose billing information you want to manage.
2. Select **Manage in Settings** to open the settings area.
3. Select **Billing**.
4. Review the billing page for the commercial information currently associated with your workspace or project.
5. Locate the **Contact Information** section.
6. Update the visible billing contact fields with the current information for the person or team responsible for billing communications.
7. Review the **Basic Information** section.
8. Update any visible commercial or organizational information that needs to be kept current.
9. Review the **Commercial Readiness — Stripe, credits, plans, enterprise** information to understand which commercial options apply to your organization.
10. Select the available save or confirmation control after updating the information.
11. Reopen **Billing** to confirm that the updated details are displayed correctly.

> 📷 *Screenshot pending: The Contact Information and Basic Information sections on the Billing screen.*

If you are managing billing for a specific project rather than the overall workspace, start from **Project Details** and then select **Billing** where it is available. This helps you verify that you are reviewing the billing information in the correct context.

Tips and Best Practices

- Keep **Contact Information** owned by a role or team mailbox when possible. A shared finance or billing address can reduce disruption when individual employees change roles.

- Review billing details whenever your organization changes its finance contact, legal entity information, purchasing process, or enterprise arrangement.
- Use the **Commercial Readiness — Stripe, credits, plans, enterprise** area as a checkpoint before making commercial decisions. This area helps you identify the billing capabilities and arrangements relevant to your Atloria setup.
- Confirm whether you are working at the workspace or project level before editing information. Use **Project Details** when you need to verify the project context.
- Do not treat billing contacts as general technical contacts. The billing contact should be someone who can receive and act on commercial communications.
- If you are unsure whether a change affects plans, credits, Stripe billing, or an enterprise agreement, confirm the change with your finance, procurement, or account-management team before saving it.
- Review information after updates. Reopening **Billing** is a simple way to confirm that the correct details are visible and that you updated the intended record.

Related Pages

- Manage Billing Plans
- Manage Credits
- Project Details
- Manage Settings
- Commercial Readiness — Stripe, credits, plans, enterprise
- Manage Screenshots
- Go to Version Manager
- Manage all versions

Troubleshooting

You cannot find the Billing area

Select **Manage in Settings** and look for **Billing**. If you are working with a project, first check **Project Details** to confirm that you opened the correct project or workspace context.

You cannot update billing information

Your account may not have the required settings or billing permissions. Ask a workspace administrator to review your access or to make the update on your behalf.

You are unsure which contact information to enter

Use the contact information for the person or team that handles invoices, commercial communications, plans, credits, or enterprise discussions. Confirm the appropriate contact with your finance or procurement team before changing the visible fields.