

How do we change our Billing details?

In some circumstances, the business that pays the bill, may not be the same as the organisation running the toy library. To ensure the right people are getting the invoice, please update your SeTLS Billing details.

To find them:

In SeTLS go Toy Library>SeTLS ongoing fees.

Then click on Billing Contact details - it's right at the top - change to what you need it to say, and save it.

This should make future invoices correct.

Remember: SeTLS invoices are auto-created and emailed to the toy library, treasurer, and committee email addresses, as recorded in your settings page.

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