

How to Change Usernames on your invoice.

MY BILLING ACCOUNT

CLOUDCALL LOGIN



Start by logging into your account via the Cloud Business communications website at www.cloudbcltd.co.uk and click on the my billing account button as shown above.

Customers		
Customers	Name	Users
1234567	Your Company Name Ltd	123456 123456

Once logged in click on the blue button shown above to access your account details.

★ 0 | Bookmark Page | Admin Panel | Home | Customer 123456 | Your Company Name Ltd | 3 | 3 | Get Help

Cloud Business Communications

Dashboard | Details | Report Generator | Admin Tools | **Self Service**

Show only invoice for last 6 Months | Filter data for Reporting Groups All

01-12-2020 - £ 289.80
1234567891011
Your Company Name Ltd

01-11-2020 - £ 289.80
1234567891011
Your Company Name Ltd

01-10-2020 - £ 290.32
1234567891011
Your Company Name Ltd

01-09-2020 - £ 289.80
1234567891011
Your Company Name Ltd

01-08-2020 - £ 289.80
1234567891011
Your Company Name Ltd

Your Company Name Ltd
1A Generic street
Derby
Derbyshire
DE1 1AA

Number:	1234567891011	Pre-Tax Amount:	£ 241.50
Date:	01-12-2020	Total Taxes:	£ 48.30
Due Date:	31-12-2020	Total Amount:	£ 289.80

Downloads: [Invoice \(PDF\)](#) [Calls](#) [Generate Itemised Calls PDF](#)

On the next screen click on the Self Service tab at the top of the page.

Self Service

- Change Invoice Address
- Change Username**
- Request SIM Change
- Add/Remove Bars
- Support Tickets


9-2020 - £ 289.80 | 01-08-2020 - £ 289.80

Then choose the Change Username option from the dropdown list.

Cloud Business Communications

Services

10 records per page Search:

Status	Service	Name	Sim Number	
Active	07900 000 000	User		


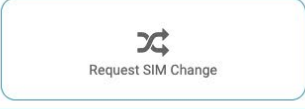
From the list of users, click the yellow options box next to the username you want to edit or change.

Cloud Business Communications

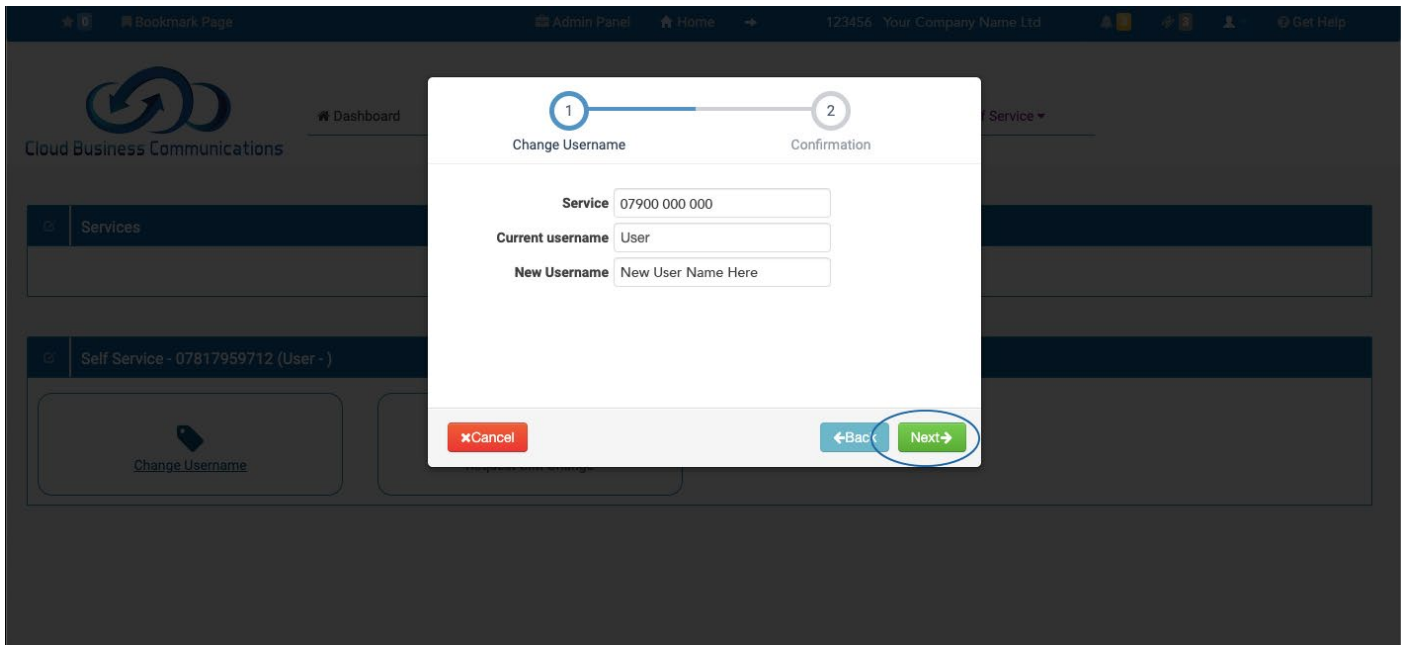
Services

[Back to Services List](#)

Self Service - 07900 000 000 (User -)

Click on the Change Username button as shown here.



Enter the new username in the specified box and click on next to confirm. Once confirmed your new username will become active.