## My Account - Organizational Details, Billing, and Marketing

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**My Account** located under the *Gear* (*icon*) > *Account* > *My Account* > *Organizational Details* (*left menu*) displays the following:

- ★ Billing tier with the cost per month
- ★ Student breakdown and number of Leads
- ★ ID number, Name of the account, Subscription type, and Status (these are pre-filled)
- ★ Your company name, address, primary phone number, email, and website information (these can be edited)

My Account			
← RETURN SAVE CHANGES			
	TIVE STUDENTS LEADS		
	105 3 Datal Active Students Total Leads		
ORGANIZATIONAL DETAILS	Organizationa	al Details	
BILLING MARKETING COMMUNICATIONS	ID: 509798 Name: Jackrabbit Education Subscription: Jackrabbit Core Status: Client		This section is pre-filled.
	General		
	COMPANY NAME	IPANY NAME	
	Jackrabbit Help Center		
	ADDRESS1	ADDRESS2	This section can be undated
	9820 Northcross Cent		
	CITY	STATE	
	Huntersville	North Carolina 🔹	
	ZIP/POST CODE		This section can be updated.
	28078		
	PRIMARY PHONE		
	(704) 895-4034		
	EMAIL		
	education@jackrabbittech.com		
	WEBSITE		
	www.jackrabbitclass.com	www.jackrabbitclass.com	

## **Billing Details**

Click on **Billing** (left menu) to open the billing details for your account. See Manage Your Account in the Jackrabbit Billing Portal for more information.

## **Marketing Communications**

Click on Marketing Communications (left menu) to set your communication preferences for

Jackrabbit marketing materials.