

Company details and subscription settings

You can manage your company details and subscription settings in **Pro Account Settings** > **General**.

Company details

You can set default information that will be used across all your team's user accounts. This includes company name, number, accreditation, logo, address, and postcode. The details you set here will be used where relevant throughout Easy PV tasks, forms, and reports.

Billing information

Here you enter the details we should use for billing your subscription. If you have a separate accounts department, you may wish to use their email address here. We send out invoices by email every month after your subscription payment has been taken.

If you would like to change your billing details, get in touch at help@easy-pv.co.uk.

Cancel your subscription

To cancel your subscription, scroll to the bottom of the screen while in **Pro Account Settings**. Then click **Cancel Subscription**. This will cancel your subscription and your team's accounts will switch back to standard access.

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