

Your Contact Details

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In this Article

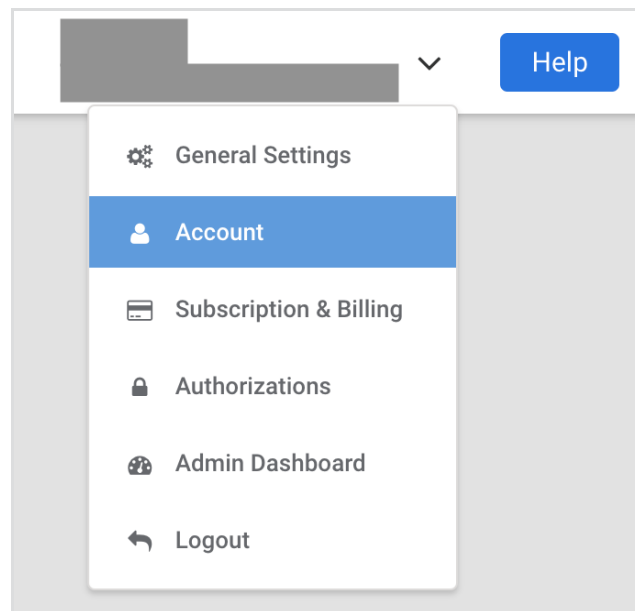
Related Articles

Administrative Contact Information

This is the account owner.

Please keep this information updated with **your current details**. This contact info will allow you to regain access to the account in case you have any issues.

To locate your contact information, hover over your username in the upper-right corner of your FormAssembly account. From the menu, select **Account**.



Billing Contact Information

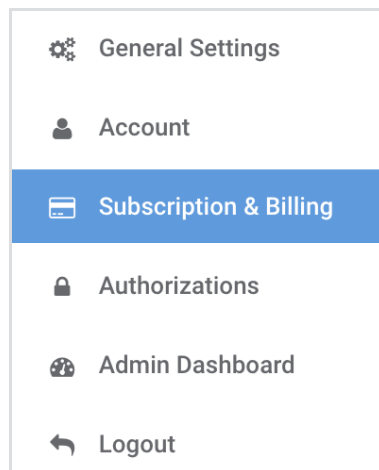
The person's details entered here will be cc'd with email notifications for payment, payment error, chargeback and refunds.

Contact Information

The information you provide here is **private** and used for administrative purposes only.

FIRST NAME	LAST NAME
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
EMAIL: *	ORGANIZATION:
<input type="text"/>	<input type="text"/>
ADDRESS:	PARTNER CODE:
<input type="text"/>	<input type="text"/>
BILLING CONTACT NAME:	BILLING CONTACT EMAIL:
<input type="text"/>	<input type="text"/>
Name of the person or department that handles billing.	Notifications related to billing will be emailed there.
OTHER CONTACT INFO:	
<input type="text"/>	

To locate your billing information, hover over your username in the upper-right corner of your FormAssembly account. From the menu, select **Subscription and Billing**.



Account Settings for General Data Protection Regulation (GDPR)

The EU's [General Data Protection Regulation \(GDPR\)](#) went into effect on 25th May, 2018.

GDPR

I have determined that EU General Data Protection Regulation (GDPR) applies to my use of FormAssembly. [i](#)

By way of this checkbox, you can choose to determine that the GDPR applies to your use of FormAssembly. This checkbox is located in your **Account** page.

Checking this box will let the FormAssembly team know to reach out to you and ask you to sign our [Data Processing Addendum](#).

- Learn more about [whether the GDPR applies to you and your use of FormAssembly](#).
 - Read our [GDPR FAQ](#) that covers common questions and a brief overview of the GDPR.
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