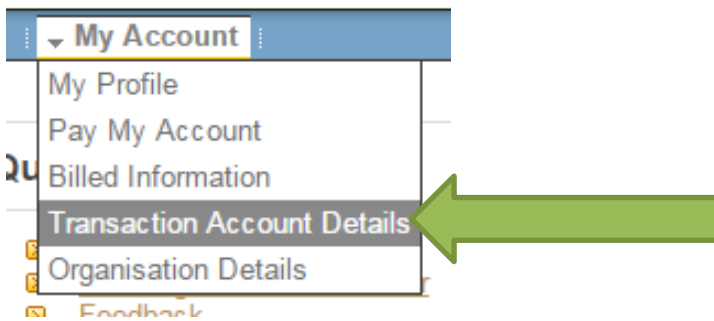


Billing Account – change the product delivery email address

Update this in MyLandgate

Change the email address that orders from Land Enquiry Services defaults to by first logging into MyLandgate. Along the menu at the top, select 'My Account', then 'Transaction Account Details'.



Much of this screen is left blank as a result of other systems managing the details. The 'Transaction Email' address at the bottom of this screen links to product delivery.

A screenshot of the 'Transaction Account Details' form. The form is titled 'BUSINESS CHANNEL' and has a navigation bar with links: Home, Start, Tools, Publications, Useful Links, Change Channel, and My Account. The form is divided into three sections: 'Personal Details' with fields for Title (Please Select), First Name (Joe), Middle Name, Last Name (Jones), and Preferred Name; 'Job Details' with fields for Organisation, Department, and Job Title; and 'Contact Details' with fields for Phone No., Fax No., Mobile No., and Transaction Email (JoeJones6584@gmail.com). There are 'Cancel' and 'Update' buttons at the bottom.

To change the address, click into the field.

Delete the existing email address and type in the new address.

This email address is not subject to the restrictions of the Landgate Login and can be a generic or department email address.

Select 'Update' to confirm the change. Land Enquiry Services should now default delivery to this address on the ordering screen.