



## How to update your VAT number

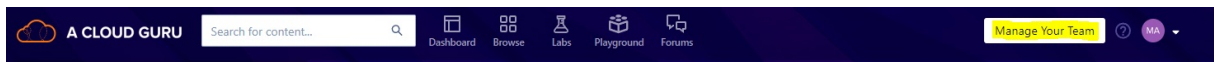
Tags: **ACC**

If you have already purchased your subscription, and need to add or edit your VAT number, please follow the steps below.

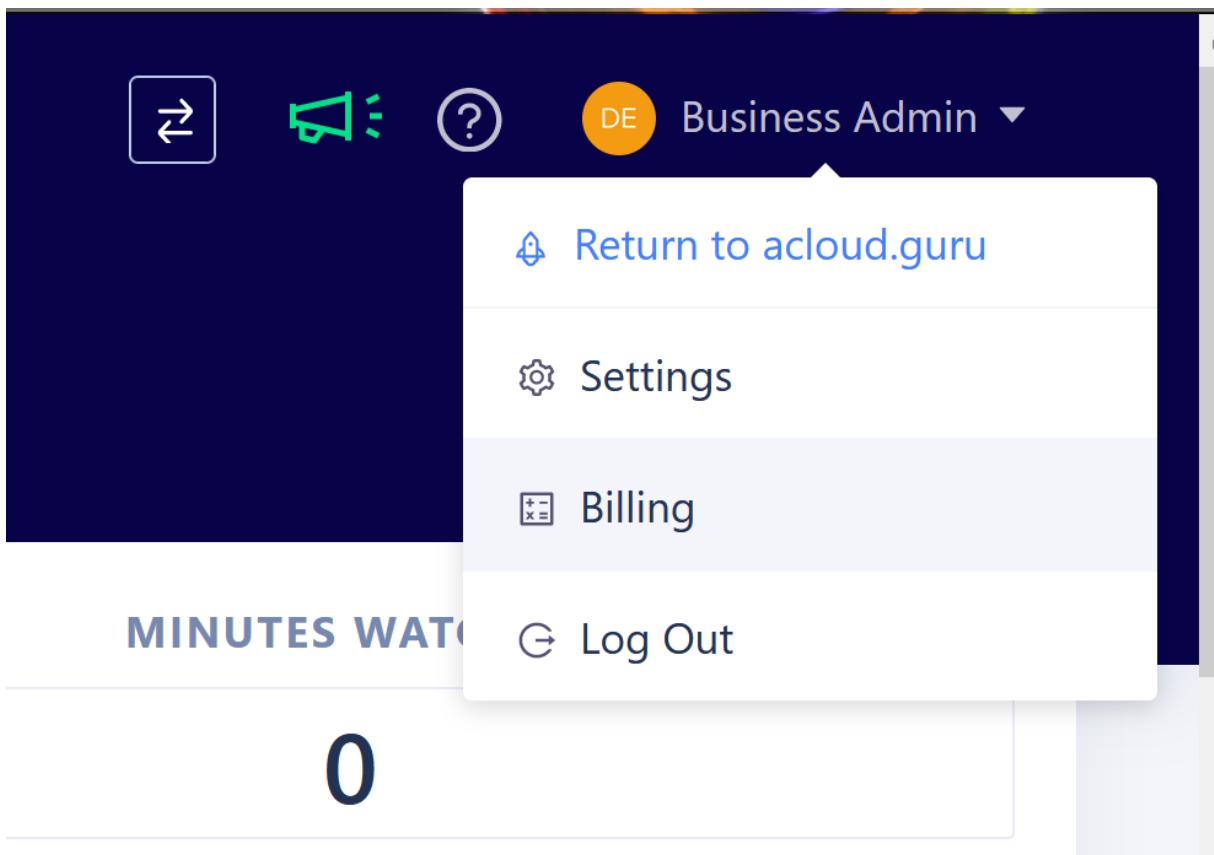
**Note:** These steps are only applicable to businesses with a self-serve subscription. If your account is Marketplace or Subscription-based, please reach out to your Sales Guru for assistance with updating your VAT number.

### For business admins

1. Click **Manage Your Team** from the A Cloud Guru dashboard page.



2. Click your avatar, then click **Billing** from the dropdown menu.



3. After the next page loads, click **Billing details** from the left panel.
4. Enter in the correct VAT number as numbers only. The **VAT field** is in the Billing Address section below the Company Name.

### BILLING ADDRESS

Company name

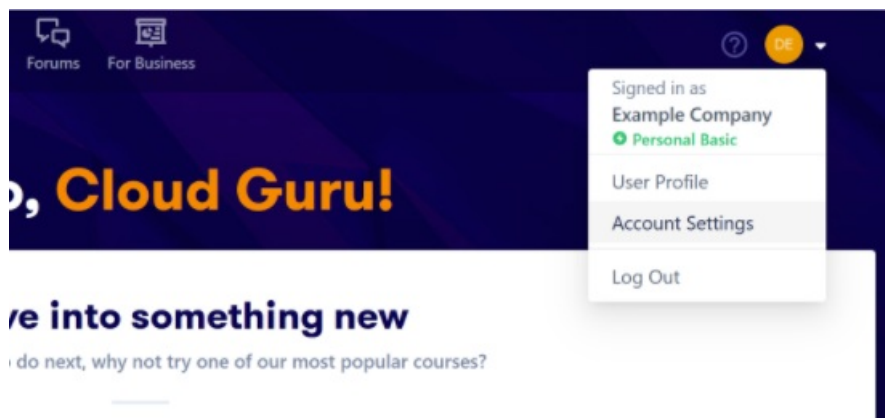
VAT number

GB	INVALID
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5. Scroll down and click **Save details** to complete your changes.

## For personal subscriptions

1. Click your avatar, then click **Account Settings** from the dropdown menu.



2. Click **Membership** from the left panel.
3. Click **Edit** to update the Billing Details section.
4. The VAT field should now be editable. Enter in the correct VAT number as numbers only.
5. Scroll down and click **Save Billing details** to complete your changes.

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If you need help, please email [Pluralsight Support \(opens email form\)](#) for 24/7 assistance.

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