

Add new email addresses for invoices

The **Add Email Address** screen is used to enter and verify email addresses listed in the **From** field of your invoices. As part of the process of adding an email, you will be asked to verify your email address. This prevents your invoice from having incorrect email addresses and is also important for fraud prevention.

To add a new email address

New email addresses are added from the **Email Preview** screen as part of the invoice process.

1. Select the drop-down control on the **From** field.
2. Select **Add Email Address**.
3. Enter your email address.
A verification email will be sent to the email address you entered.
4. Check your email for the verification request.
5. Select the link in the verification email.
Your email address will now be verified and ready for use on your invoice form.