

# Permanent Additional Addresses

to receive booking and cancellation confirmations

1. Log into the [customer portal](#).
2. Select the menu item “Edit customer data”.
3. Enter the additional address, select the checkbox and confirm your changes by clicking on “Update customer information”.

Name

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Email address

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☒ ALWAYS send booking and cancellation confirmations to this address

+ Add address

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**Update customer information**

4. You will then receive the following confirmation from the system.

**Changes to your customer information have been completed successfully.**

The additional address will now always be activated at checkout and will receive copies of all booking confirmations. In the event of cancellation, a copy of the cancellation confirmation will likewise be sent to the additional address.



**PAY**

Add additional recipients for the order confirmation ▾

☒ Buchhaltung (bus@salzburg.info)

**BOOKING DETAILS**

**€24.00**

**BUS 1**

