Edit A Customer

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Go to **Customers** and select the customer to manage.

You may edit the *Customer Information, Payment Methods*, or *Shipping Addresses* associated with a customer.

> Note: You are not able to edit the customer ID or payment method account number. You will need to add a new payment method and delete the old to edit the payment method account number.

To edit the Customer Information:

1. View the **Customer Information** section.
2. Select to edit the *First Name, Last Name, Business Name, Email, Customer Phone Number,* or *Comment*.
3. Select *Save Changes*.

To edit the payment information:

1. View the **Payment Methods** section.
2. Click on the row containing the payment information you will update.
3. Edit the payment method fields:
    1. For credit card payments: *Expiration Date, First Name, Last Name, Business Name,* or *Billing Address*.
    2. For ACH payments: *First Name, Last Name, Business Name,* or *Billing Address*.
4. Select *Update*.
5. Select *Save Changes*.

To edit the shipping information

1. View the **Shipping Addresses** section.
2. Click on the row containing the shipping information you will update.
3. Edit the *First Name, Last Name, Business Name*, or *Shipping Address*.
4. Select *Update*.

5. Select *Save Changes*.