

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 cannot edit the customer ID or payment method account number. You will need to add a new payment method and delete the old one to change 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:
 - For credit card payments: *Expiration Date*, *First Name*, *Last Name*, *Business Name*, or *Billing Address*.
 - 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**.
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