Changing a Shipping Address on an Order

1. [Log in](https://support.agiletix.com/hc/en-us/articles/200617005-Log-In) to **Sales**.

2. Select **Maintenance**.



3.  Search for the customer by entering the **Order #** or the customer’s **Last Name**. Then, click the appropriate green check mark.



4. Double-click the correct order to bring up order contents on the **Item Summary** page.



5. Once in the **Item Summary**page, click the **Shipping Address** at the top of the page.



6. The **Customer Address** page will pop up.



7. From the drop-down, select either an address already in the system or **(Add a New** **Address)** to create a new shipping address. Once the address has been changed, click **OK.**

****

 8. Back on the **Item Summary** page, click **Proceed** to save your changes.



9. This will take you to the **Payment screen.**You will then click the **Finalize**button to save the changes.

