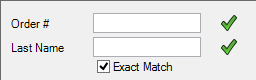
Changing a Shipping Address on an Order

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

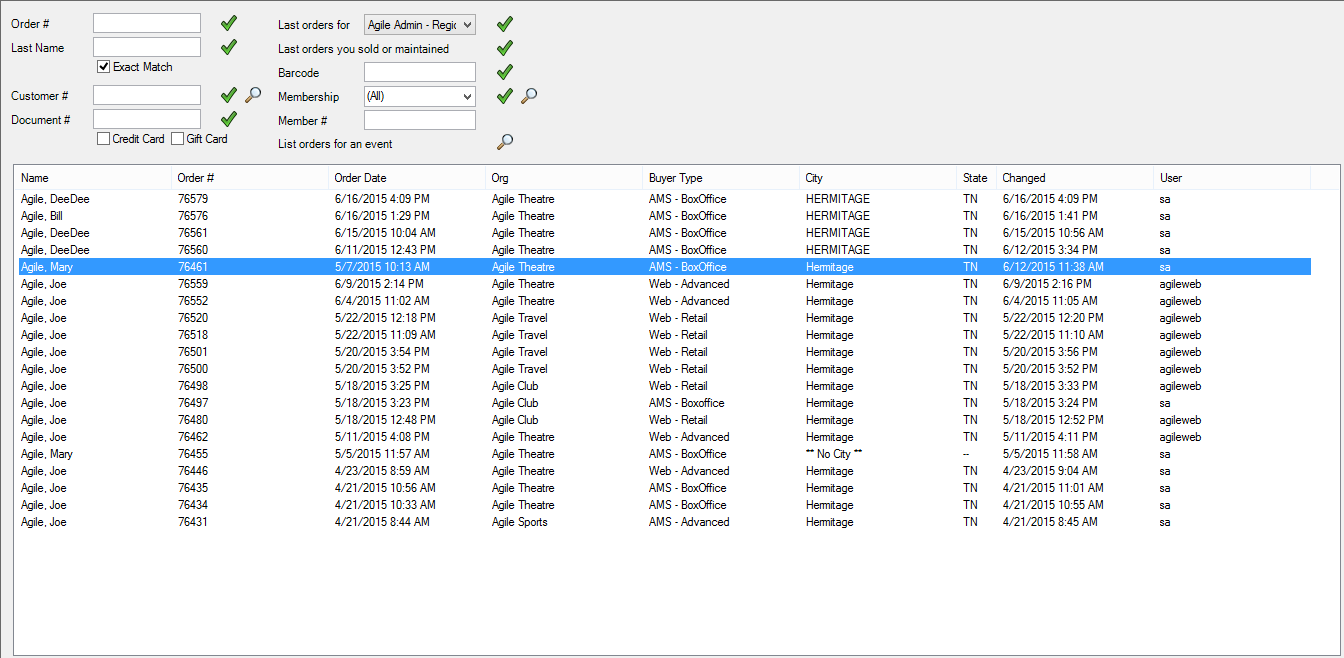
2. Select **Maintenance**.



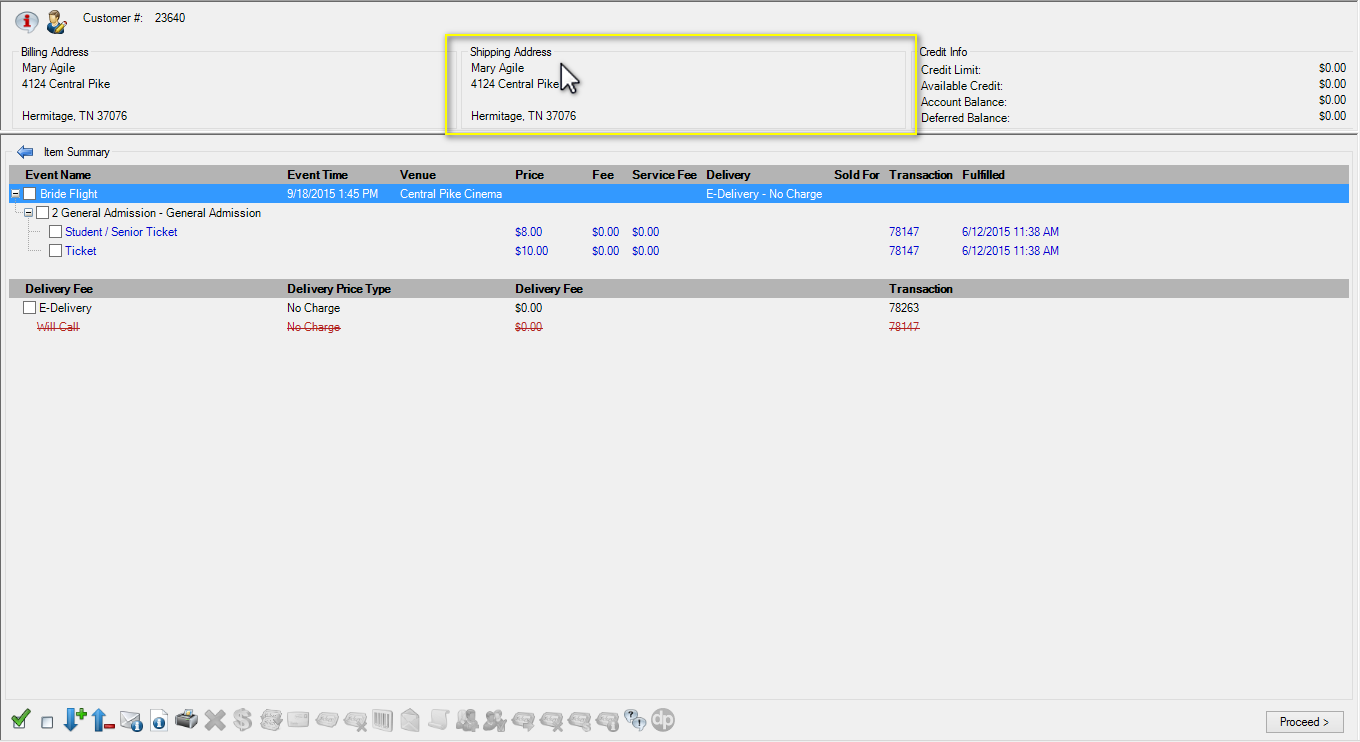
3.  Search for the customer by entering the **Order #** or the customer’s **Last Name**. Then, click the appropriate green check mark.



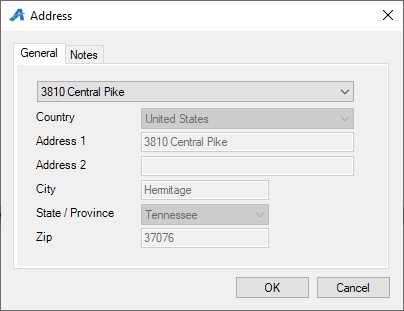
4. Double-click the correct order to bring up order contents on the **Item Summary** page.

[](https://support.agiletix.com/hc/en-us/article_attachments/202711400/Image_4.png)

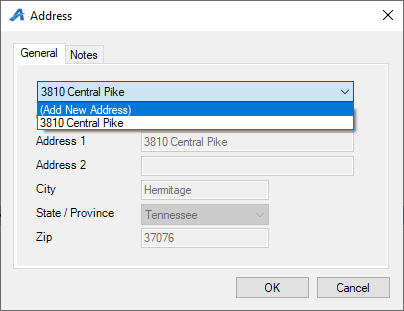
5. Once in the **Item Summary**page, click the **Shipping Address** at the top of the page.

[](https://support.agiletix.com/hc/en-us/article_attachments/202711470/Image_5.png)

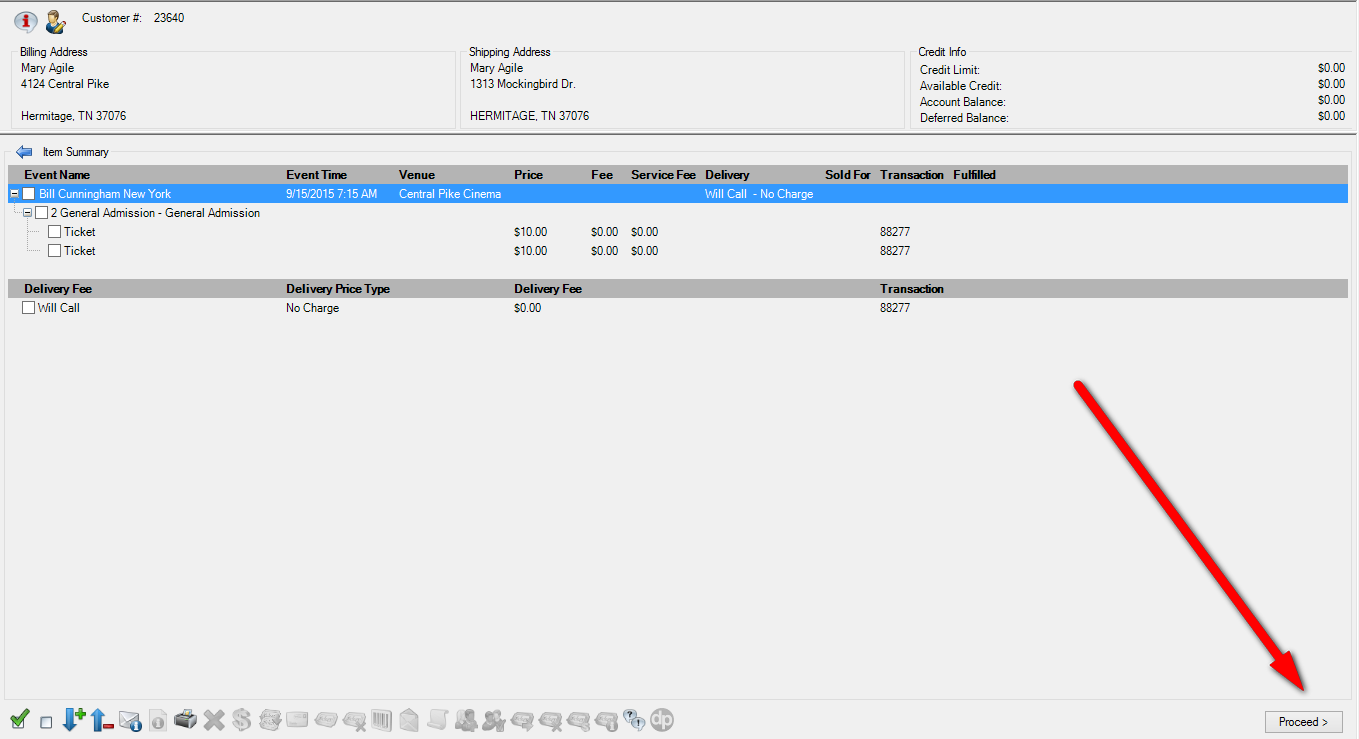
6. The **Customer Address** page will pop up.



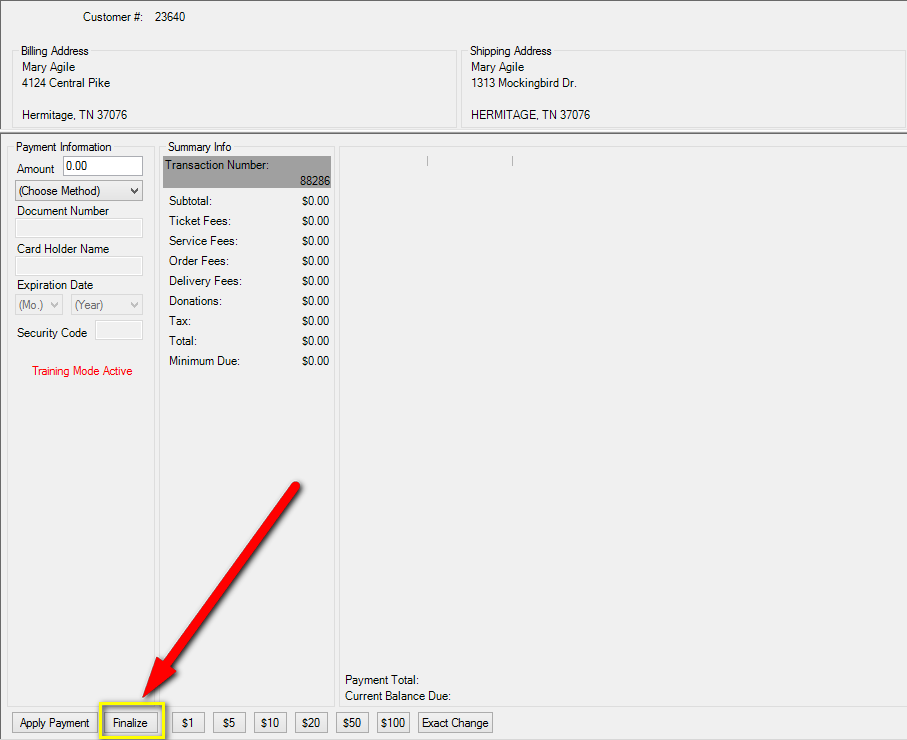
7. From the drop-down, select either an address already in the system or **(Add a New** **Address)** to create a new shipping address. Once the address has been changed, click **OK.**

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

[](https://support.agiletix.com/hc/en-us/article_attachments/202714224/Image_8.png)

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

[](https://support.agiletix.com/hc/en-us/article_attachments/202768650/Image_9.png)