Changing a Billing Address on an Existing Order

1. Log in to Sales.

2. Select **Maintenance**. (Image 1)



Image 1

3. Search for the customer by entering the **Order #** or the customer’s **Last Name**. Then, click the appropriate green check mark. (Image 2)



Image 2

4. Double-click the correct order to bring up order contents on the **Item Summary** page. (Image 3)



Image 3

5.  Once in the **Item Summary**, click the **Billing** **Address** at the top of the page. (Image 4)



Image 4

6. The **Address** window will appear. (Image 5)



Image 5

7. From the drop-down menu, select either an address already in the system or **Add a New Address** to input a new billing address. Once the billing address has been changed, click **OK**. (Image 6)



Image 6

8. You will be taken back to the **Item Summary** page. Click **Proceed.**(Image 7)



Image 7

8. You will be taken to the **Payment screen.**Click **Finalize** to save the changes to the Billing Address. (Image 8)



Image 8