How to update your billing address in NetSuite

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You can update your billing address in NetSuite by following a few simple steps.

• First, log into the customer center

Evercommerce SANDBOX			Rep iii * 36249 KL - Test DRC Customer DverCommerce 38_1 - EC Customer Center
8			
Home			
Welcome	Customer Center - Home Links		
You are logged in as a customer of EverCommerce SB_1. KL - Test DRC Customer.	Billing Make a Payment	Orders See Orders	Support Edit Vour Profile
Quick View	See A/R Register See All Transactions		
Hide KPIs Outstanding Balance Current \$0	Other Transactions (Multi-select)		
Outstanding Orders Current \$0			
Transaction Search			
туре			
Sales Order			
		C3	
NUMBER			
POYCHECK NUMBER			
Search			
Settings			
Set Preferences			
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• Select Edit your Profile under the Support section.

Customer Center - Home Links			
Billing	Orders	Support	
Make a Payment	See Orders	Edit Your Profile	
Print a Statement			
See A/R Register			
See All Transactions			
Other		1	
Transactions (Multi-select)		<u>/</u>	
	Customer Profile	Address Information	
	• Address Information	Edit Shipping Address	Edit Billing Address
	O Shipping Method	Test DRC Customer	Test DRC Customer
	Payment Information	123 Drive Lake Oswego OR 97035	123 Drive Lake Oswego OR 97035
	^O Confirm Customer Profile	Change	Change

• Then click on **Change** under the shipping or billing address as needed. A window will open that will allow you to make any changes/updates.

Choose Shipping Address				
Your Shipping and Billing Address				
Test DRC Customer 123 Drive Lake Oswego OR 97035 Use This Address Edit Delete				
Enter New Shipping Address				
NAME *				
COMPANY NAME				
ADDRESS 1 *				
ADDRESS 2				
CITY *				
STATE/PROVINCE *				
ZIP/POSTAL CODE *				
COUNTRY *				
United States PHONE				
THIS ADDRESS IS ALSO MY BILLING ADDRESS Use This Address				

• To finalize the change, click on **Use This Address** at the bottom of the page.