

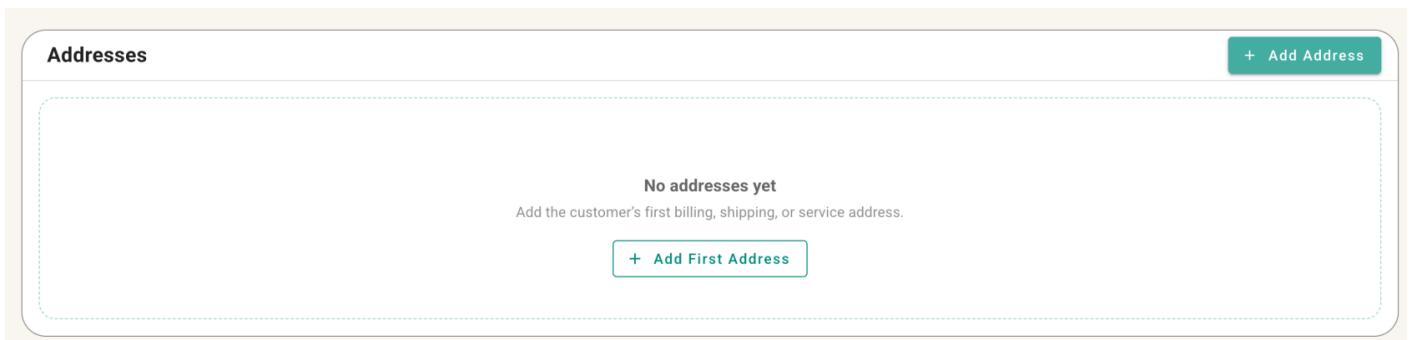
Manage Customer Addresses

A customer profile can store multiple addresses, such as a home, work, store, billing, or delivery address.

Add an address while creating a customer

1. Open the **Add Customer** dialog.
2. Select **More Options**.
3. Enter the available address information.
4. Complete the required customer fields and select **Save**.

You do not need to add an address to create a customer. If no address is needed, leave More Options closed.



Addresses + Add Address

No addresses yet

Add the customer's first billing, shipping, or service address.

+ Add First Address

More Options area with customer address fields.

Maintain multiple addresses

Open the customer profile to review and maintain saved addresses. Add separate addresses when a customer needs more than one address on file, and update outdated information as needed.

Add Address

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Address

Address Line 2

City

State

Zip Code

Country

United States of Am...

Type

Phone Number

Description

Cancel

✓ Save

Address section of the customer profile showing multiple saved addresses.

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