

How to update the business address

The business address helps identify the location on customer-facing documents and other areas that use location details.

Update the address

1. Open **Settings > General**.
2. Find **Business Address**.
3. Enter Address Line 1 and, if needed, Address Line 2.
4. Enter the city and postal or ZIP code.
5. Select the correct state or region.
6. Select the country.
7. Save the General settings.

Before saving

- Use the address of the location you are currently configuring.
- Choose the correct country before relying on the state or region selection.
- Review spelling and postal codes because these details may appear on customer documents.

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