


[Customers](#) may want to change the information you store about them. For example, they may want you to change their addresses. Alternatively, if your customer is a company, they may want to change their contact person's name.

 If you need to modify a customer's details in an existing order, you need to change the order's attributes. Learn more in [Orders](#).

With the following process, you can change the customer's:

- First and last name
- Email address
- Phone number
- Company name
- Company organization ID
- Company tax organization ID
- Billing and shipping addresses
- Orders


You can also [create a user account](#) for such customer. With a [user account](#), the customer can sign in on your website and buy their stuff on their own the next time.


If the customer is already registered or you create the user account, you can also change the customer's:



- Password (or generate a new one)
- [Roles](#)
- [Memberships](#)
- [Credit balance](#)









To change customer's details:

1. Open the **Customers** application.

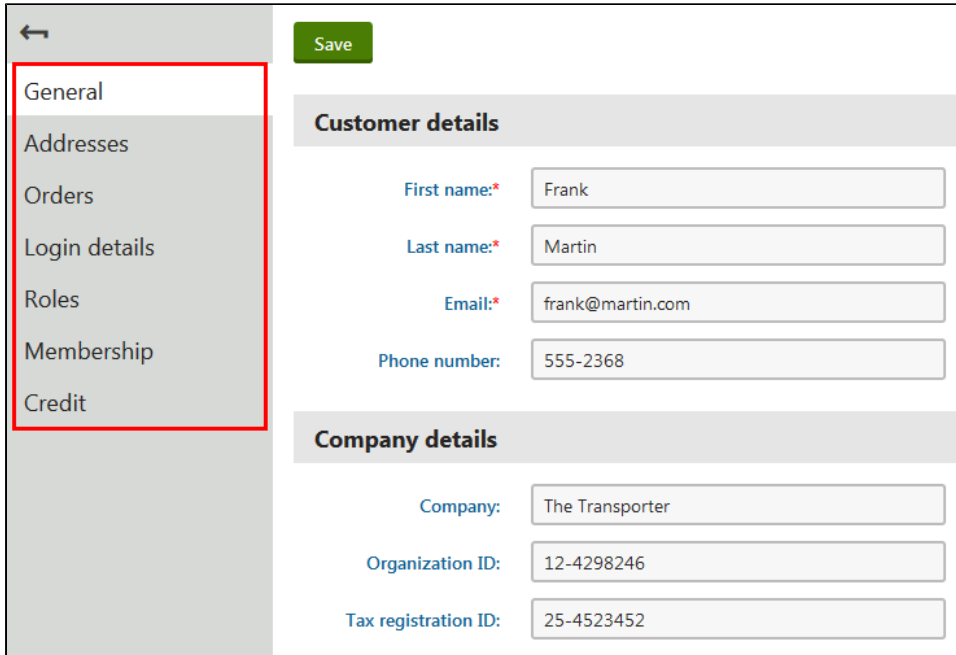
 If you do not know how, see [Using the Kentico interface](#).


2. **Edit** () the desired customer.


 You can edit a customer by clicking the **Edit** icon (). Choose the **Edit** icon that is on the same line as the name of the customer whose attributes you want to change.

New customer							
⋮	Actions	Company	Last name ▲	First name	Email	Created	Is registered
	 ...		Creed	Apollo	apollo@creed.com	10/7/2015 10:03:32 AM	No
	 ...	The Transporter	Martin	Frank	frank@martin.com	10/6/2015 1:56:38 PM	Yes
	 ...		McClane	John	john@mcclane.com	10/6/2015 12:06:28 PM	Yes
	 ...		Riggs	Martin	martin@riggs.com	10/6/2015 12:11:10 PM	No

3. Customers' attributes are typically divided into tabs. Switch to the desired tab.



 If the customer is not registered, you can see only some of the tabs.

 You can see specific instructions if you are interested in:

- [Registering the customer](#) (creating a user account for the customer)
- [Assigning roles to the customer](#)
- [Assigning memberships to the customer](#)
- [Managing the customer's credit](#)

4. Type or select values of the customer's attributes you want to change.

5. Click **Save**.

The system saves the changes. You can see the updated information in the listing or when editing the customer again.

New customer						
 <u>Actions</u>	<u>Company</u>	<u>Last name</u> ▲	<u>First name</u>	<u>Email</u>	<u>Created</u>	<u>Is registered</u>
  ...		Creed	Apollo	apollo@creed.com	10/7/2015 10:03:32 AM	No
  ...	The Transporter	Martin Jr.	Frank	frank@martin.com	10/6/2015 1:56:38 PM	Yes
  ...		McClane	John	john@mcclane.com	10/6/2015 12:06:28 PM	Yes
  ...		Riggs	Martin	martin@riggs.com	10/6/2015 12:11:10 PM	No

Example – Modifying a customer's address

In this example, the goal is to change one of the customer's addresses to another address.

1. Open the **Customers** application.

2. **Edit** (✎) the customer.

New customer

Actions	Company	Last name ▲	First name	Email	Created	Is registered
✎ ✖ ...		Creed	Apollo	apollo@creed.com	10/7/2015 10:03:32 AM	No
✎ ✖ ...	The Transporter	Martin Jr.	Frank	frank@martin.com	10/6/2015 1:56:38 PM	Yes
✎ ✖ ...		McClane	John	john@mcclane.com	10/6/2015 12:06:28 PM	Yes
✎ ✖ ...		Riggs	Martin	martin@riggs.com	10/6/2015 12:11:10 PM	No

3. Switch to the **Addresses** tab.

←

General

Addresses

Orders

Login details

New address

Actions	Address name ▲
✎ ✖ ...	Apollo Creed, 64 271th St, New York
✎ ✖ ...	Apollo Creed, 865 49th Ave, San Francisco

Items per page 25 ▼

4. **Edit** (✎) the address you want to change.

←

General

Addresses

Orders


Login details

New address

Actions	Address name ▲
✎ ✖ ...	Apollo Creed, 64 271th St, New York
✎ ✖ ...	Apollo Creed, 865 49th Ave, San Francisco

Items per page 25 ▼

5. Type the new address.

 Fields marked with a red star are mandatory.

Save

Contact name:*

Apollo Creed

Address line:*

64 271th St

Address line 2:

City:*

New York

Postal code:*

11040

Country:*


USA ▼

New York ▼

Phone number:

6. Click **Save**.

The system saves the address. From now on, the customer can use the newly filled address information.

 This change does not have any effect on already created orders. If you want to change the address of an order, you need to modify the order. Learn more in [Orders](#).