## How to update your billing address in NetSuite

07/24/2024 5:20 pm EDT

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

• First, log into the customer center

Evercommerce SANDBOX			Help III * 26249 KL-Test DRC Customer     terrCommerce 38_1 - DC Customer Center
8			
Home			
Welcome You are logged in as a customer of EverCommerce SB.1. KL -	Customer Center - Home Links		
You are logged in as a customer of EverCommerce SB_1. KL - Test DRC Customer.	Billing Make a Payment Print a Statement	Orders See Orders	Support Edit Your 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			
түре			
Sales Order 👻			
60 m.		6	
NUMBER			
POYCHECK NUMBER			
Search			
Settings			
Set Preferences			
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• Select Edit your Profile under the Support section.

illing	Orders	Support	
Make a Payment	See Orders	Edit Your Profile	
Print a Statement			
See A/R Register			
See All Transactions			
her		1	
Transactions (Multi-select)	Customer Profile	Address Information	
	Address Information	Edit Shipping Address	Edit Billing Address
	<ul> <li>Shipping Method</li> <li>Payment Information</li> </ul>	Test DRC Customer 123 Drive Lake Oswego OR 97035	Test DRC Customer 123 Drive Lake Oswego OR 9703
	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 <b>Use This Address</b> 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.