

Edit Customer Organization

This feature will allow the contractor to change the organization name of the customer as it would appear in the contractor portal section (e.g. business name, street name, etc.)

Please view the steps and screenshots to access this feature:

1. Click on the **"Manager"** icon on the upper right hand side, then **"My Customers."**
2. Click on the first set of three selection dots (⋮) next to customer name.
3. Select **"Edit Customer Organization"**
4. Change customer name and select **"ok"**

Step 1

□

Step 2-3

□

Step 4

□