

HOW TO CHANGE E-MAIL FOR ACKNOWLEDGEMENTS/SHIPPING NOTIFICATIONS

- 1 Login to your customer account.
- 2 Find the project that you wish to change the email for.

DO NOT BUILD'S DASHBOARD

CUSTOMER NO. C-00731
[Update Account Information](#)

Credit Line: \$5,000.00
Account Balance: \$0.00
Open Orders: \$0.00
Available Credit: \$5,000.00

ACTIVE


Search for a community

SET UP NEW COMMUNITY

* Select existing community to work on, or set up a new one.

ID	COMMUNITY	CITY	STATE	LAST ORDER DATE	
2891	My First Apartments	HOUSTON	TX	11-26-2019	...
2892	Over 11 Apartments	HOUSTON	TX	11-26-2019	...
2610	DO NOT BUILD A	HOUSTON	TX	11-08-2019	...

- 3 Hover over the 3 dots to the right side of the screen and click "Edit Info".

VISIT CINCH MAIN SIGN OUT 

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ACTIVE

[SET UP NEW COMMUNITY](#)


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ID	COMMUNITY	CITY	STATE	LAST ORDER DATE	
2891	My First Apartments	HOUSTON	TX	11-26-2019	 Edit Info Enter an Order Delete
2892	Over It Apartments	HOUSTON	TX	11-26-2019	
2610	DO NOT BUILD A	HOUSTON	TX	11-08-2019	

- Click Continue until you reach "Community Information" (#7). Under the address section you will see "Emails for Order Acknowledgements". You will make your changes here and then click continue. This field will update the email address for order acknowledgements and shipping notifications.

7. COMMUNITY INFORMATION

Fill in community information.



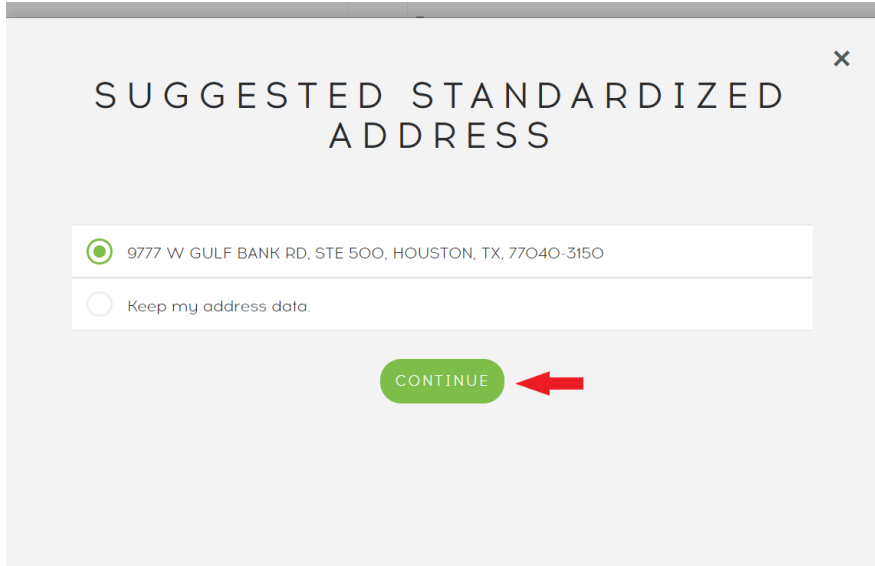
My First Apartments	HOUSTON
9777 W GULF BANK RD	Texas
STE 500	77040-3150
Opportunity ID	

Emails for order acknowledgements INCLUDING CINCH PRICING, and shipment notifications. You may include multiple emails, separated by semicolons, up to a total of 80 characters.

What is the total number of units to renovate?

[CONTINUE](#) 

- 5 Once you click continue a pop-up box will appear. Click the address option that is correct and click continue. You will normally select the suggested address, as it has the full zip code.



- 6 Verify the address that you would like your products shipped to and click "Save Information".

8. SHIPPING ADDRESS

Where do you want the products shipped?

Customer Billing Address
Test Testerson
15002 SOMMERMEYER ST
HOUSTON, Texas 77041-5346
[Edit in customer account information.](#)

Community Address
My First Apartments
9777 W GULF BANK RD
HOUSTON, Texas 77040-3150
[Edit above, in community information.](#)

Enter a new address

Ship To*

Address Line 1*

Address Line 2*

Zipcode*

City*

State*

Phone Number*

Special Shipping Instruction or Notes

SAVE INFORMATION DASHBOARD

You have now successfully updated your email address for order acknowledgements and shipment notifications.

