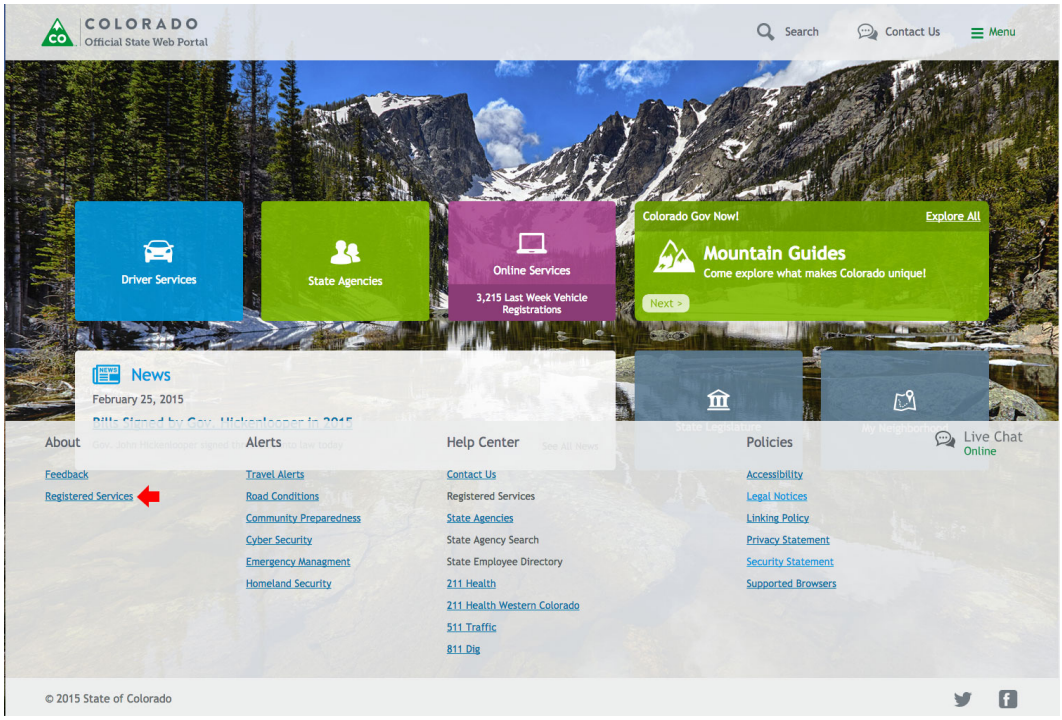
Change General Information

This function allows the Customer Admin to change the general information for the company such as contact information.

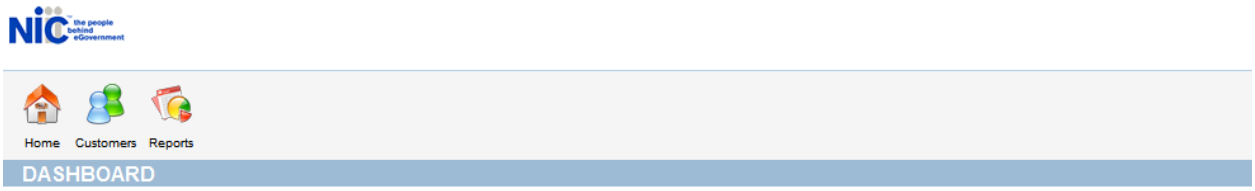
1.1.1 **Colorado.gov Homepage**-Access Registered Services page



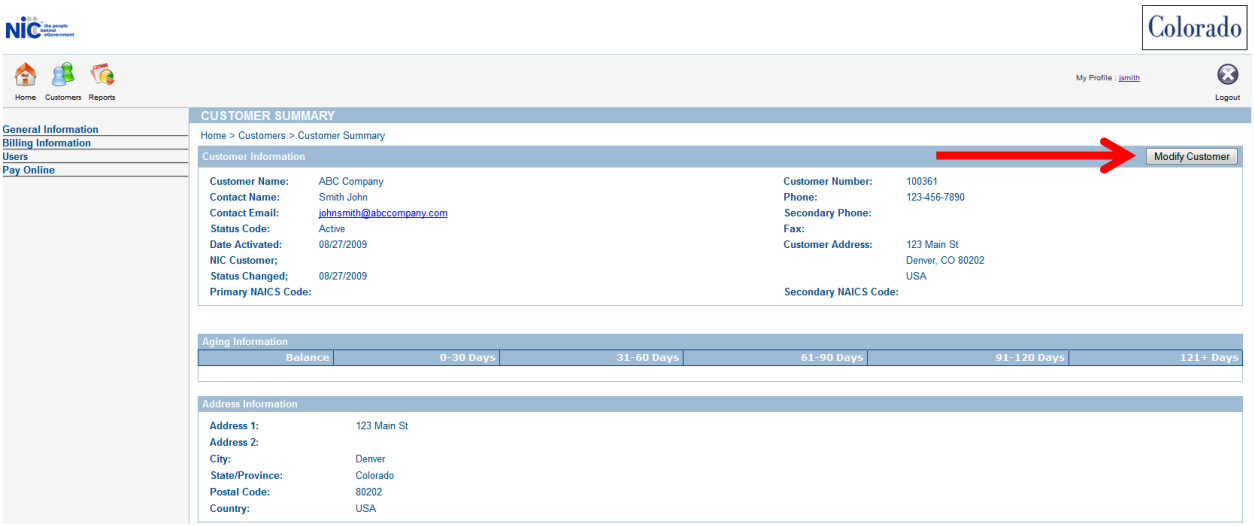
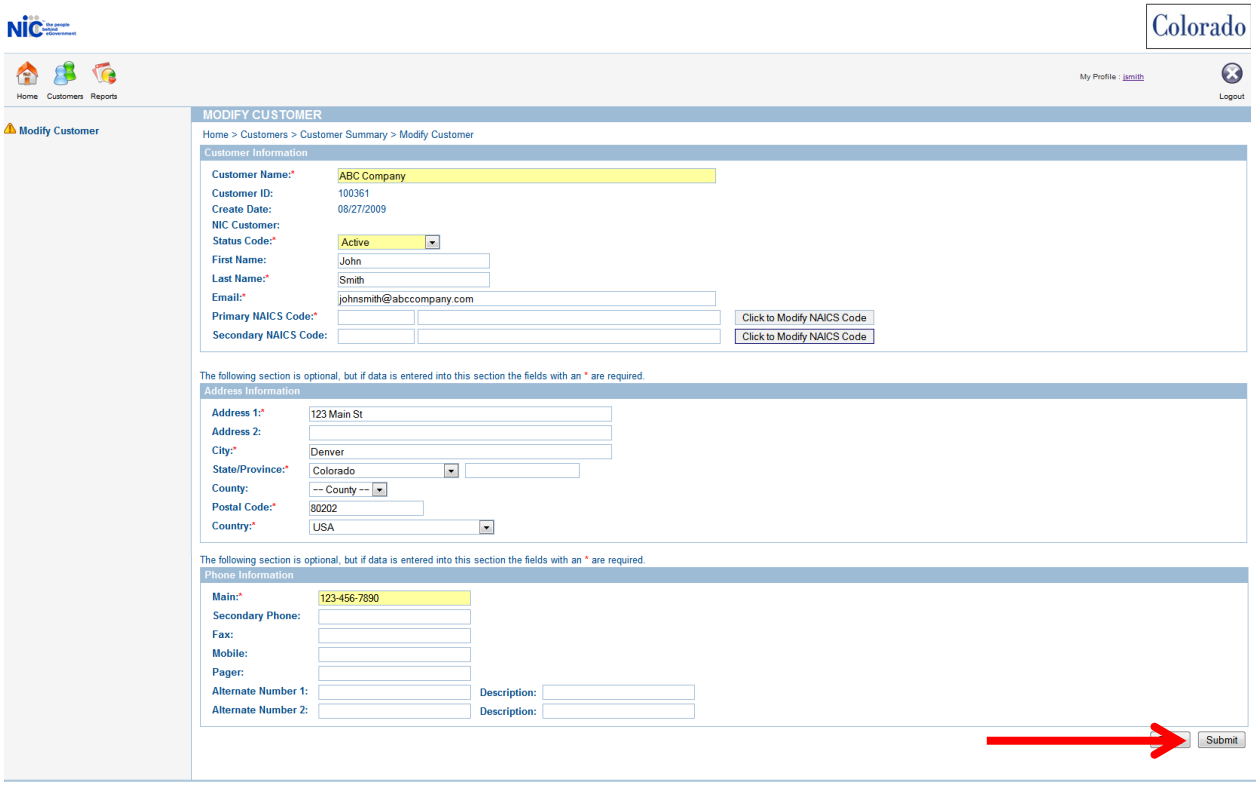
1.1.2 **Registered Services Page**-Access Account Management 6FRWLRQ

1.1.3 Log into CDB (Customer Data Base) –Enter your username and password

1.1.4 Select Customer



1.1.5 Choose Modify Customer



The screen changes (as shown below) to allow user to make any desired changes. Once all changes have been made, please select the 'Submit' button at the bottom.