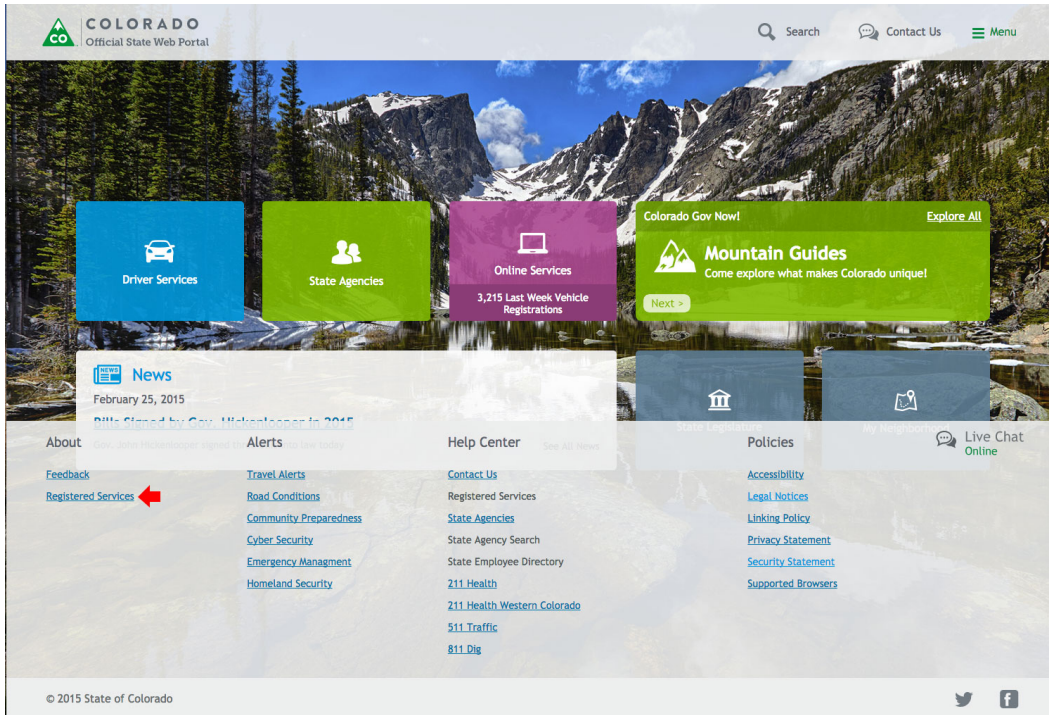




## Change General Information

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 6FWLRQ

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

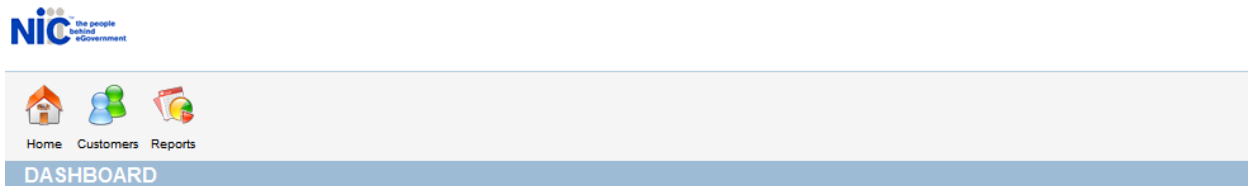
**Login to Your CDB Account**

Login:

Password:

[Forgot my password](#)

### 1.1.4 Select Customer



### 1.1.5 Choose Modify Customer

**CUSTOMER SUMMARY**

Home > Customers > Customer Summary

Customer Information

Customer Name:	ABC Company	Customer Number:	100361
Contact Name:	Smith John	Phone:	123-456-7890
Contact Email:	<a href="mailto:johnsmith@abccompany.com">johnsmith@abccompany.com</a>	Secondary Phone:	
Status Code:	Active	Fax:	
Date Activated:	08/27/2009	Customer Address:	123 Main St Denver, CO 80202 USA
NIC Customer:		Secondary NAICS Code:	
Status Changed:	08/27/2009		
Primary NAICS Code:			

Aging Information

Balance	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121+ Days

Address Information

Address 1:	123 Main St
Address 2:	
City:	Denver
State/Province:	Colorado
Postal Code:	80202
Country:	USA

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.

**MODIFY CUSTOMER**

Home > Customers > Customer Summary > Modify Customer

**Customer Information**

Customer Name:\* ABC Company  
 Customer ID: 100361  
 Create Date: 08/27/2009  
 NIC Customer:  
 Status Code:\* Active  
 First Name: John  
 Last Name:\* Smith  
 Email:\* johnsmith@abccompany.com  
 Primary NAICS Code:\*    
 Secondary NAICS Code:

The following section is optional, but if data is entered into this section the fields with an \* are required.

**Address Information**

Address 1:\* 123 Main St  
 Address 2:  
 City:\* Denver  
 State/Province:\* Colorado  
 County: -- County --  
 Postal Code:\* 80202  
 Country:\* USA

The following section is optional, but if data is entered into this section the fields with an \* are required.

**Phone Information**

Main:\* 123-456-7890  
 Secondary Phone:  
 Fax:  
 Mobile:  
 Pager:  
 Alternate Number 1:  Description:   
 Alternate Number 2:  Description: