

# Welcome

Welcome Customer Administrator. This manual will show you how to change general information associated with your account with Colorado Interactive. This information is also available on our Registered Services site. All account management is done through our Customer Database. (CDB)

Access Registered Services Page:

<http://www.colorado.gov/registration/>

Log into Customer Data Base (CDB):

<https://cmbs-admin.soltn.cdc.nicusa.com/co/cust-admin/login.html>

## CUSTOMER SUPPORT

### Phone

303-534-3468

Toll free: 800-970-3468

(Available Monday – Friday, 8:00 am – 5:00 pm)

### Email

[support@www.colorado.gov](mailto:support@www.colorado.gov)

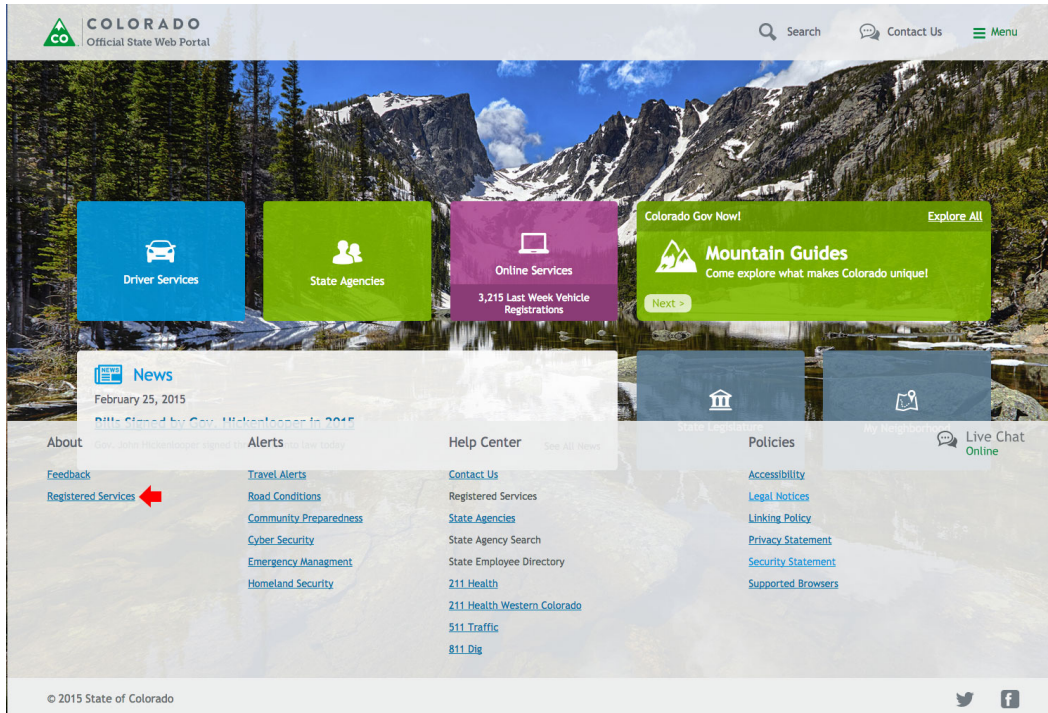
### Mail

Colorado Interactive  
600 17<sup>th</sup> Street, Suite 2150 South  
Denver, CO 80202

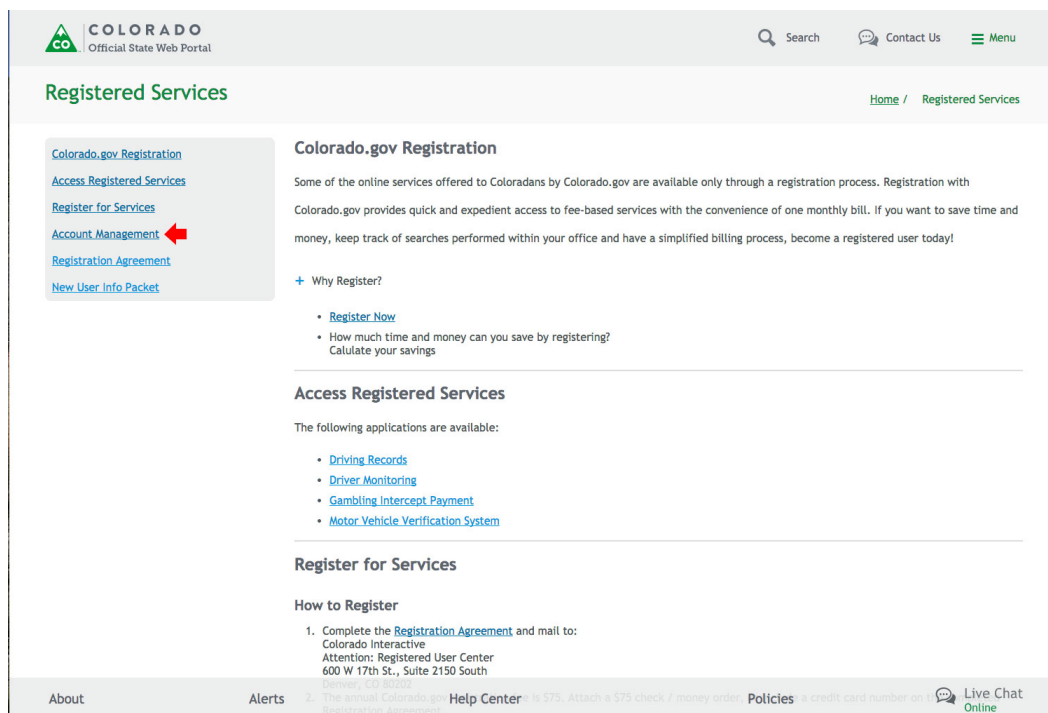
## Change General Information

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 Section



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



Powerful Partnerships  
for eGovernment™

Login to Your CDB Account

Login:

Password:


Login

[Forgot my password](#)

### 1.1.4 Select Customer



### 1.1.5 Choose Modify Customer



Colorado

Home Customers Reports

My Profile: [jsmith](#) Logout

General Information  
Billing Information  
Users  
Pay Online

**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:johsmith@abccompany.com">johsmith@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: Click to Modify 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:

**Submit**