

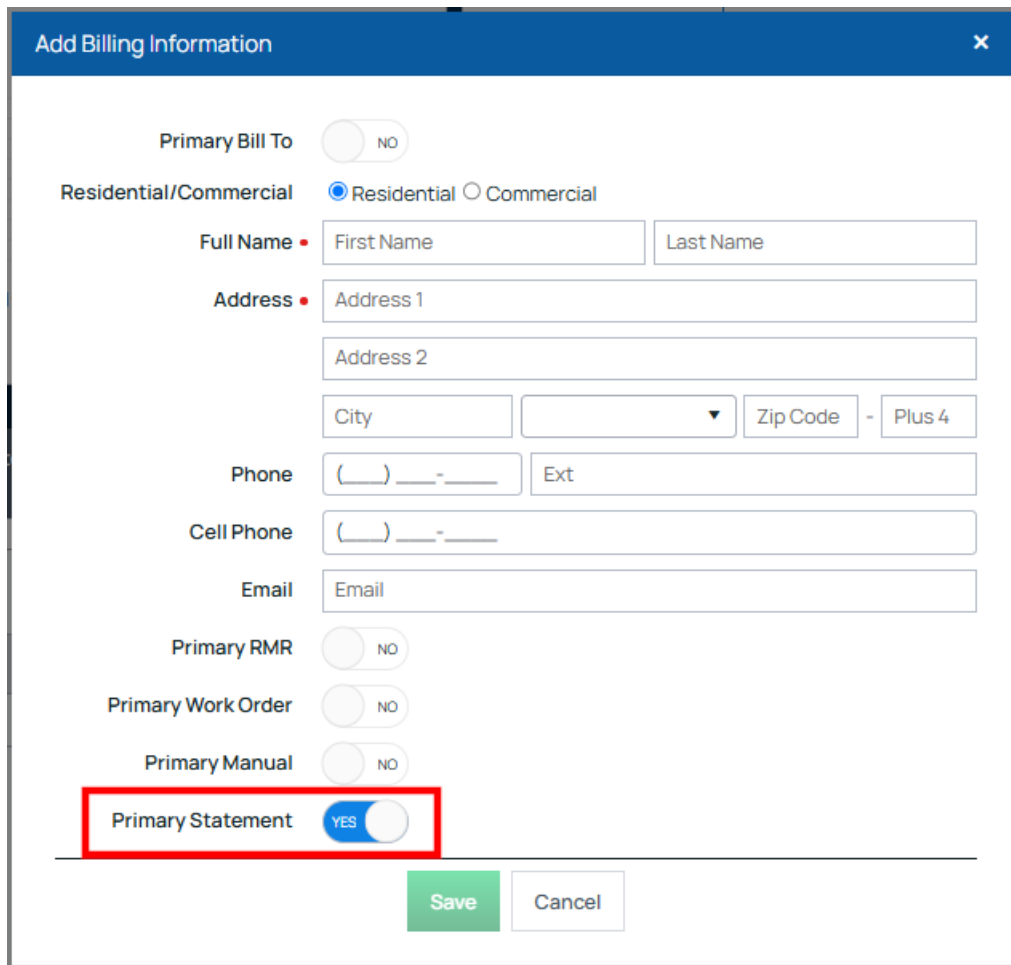
Print Statements to the Same Address as Invoices

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You can deliver the statements to the same address as everything else set up under the bill-to information tab.

Managely now allows users to add the statements to be sent to the same bill-to address.

To do so, click the Bill-To Information tab (this is on the customer detail page) and enable the option for Primary Statement.



The screenshot shows a form titled "Add Billing Information" with a close button (X) in the top right corner. The form contains several sections:

- Primary Bill To:** A toggle switch currently set to "NO".
- Residential/Commercial:** Radio buttons for "Residential" (selected) and "Commercial".
- Full Name:** Two input fields for "First Name" and "Last Name".
- Address:** Three input fields for "Address 1", "Address 2", and "City".
- Zip Code:** A dropdown menu, a "Zip Code" input field, and a "Plus 4" input field.
- Phone:** An input field for a phone number with a format guide "() - " and an "Ext" input field.
- Cell Phone:** An input field for a cell phone number with a format guide "() - ".
- Email:** An input field for an email address.
- Primary RMR:** A toggle switch currently set to "NO".
- Primary Work Order:** A toggle switch currently set to "NO".
- Primary Manual:** A toggle switch currently set to "NO".
- Primary Statement:** A toggle switch currently set to "YES", which is highlighted with a red rectangular box.

At the bottom of the form, there are two buttons: a green "Save" button and a white "Cancel" button.

This allows statements to go to the address on the account.