

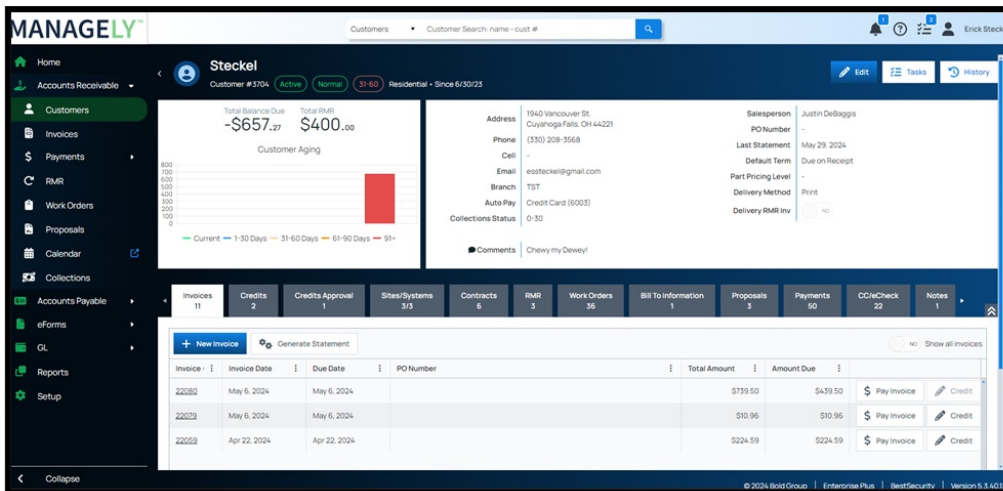
# How to update customer type on customer page

10/30/2024 5:48 pm EDT

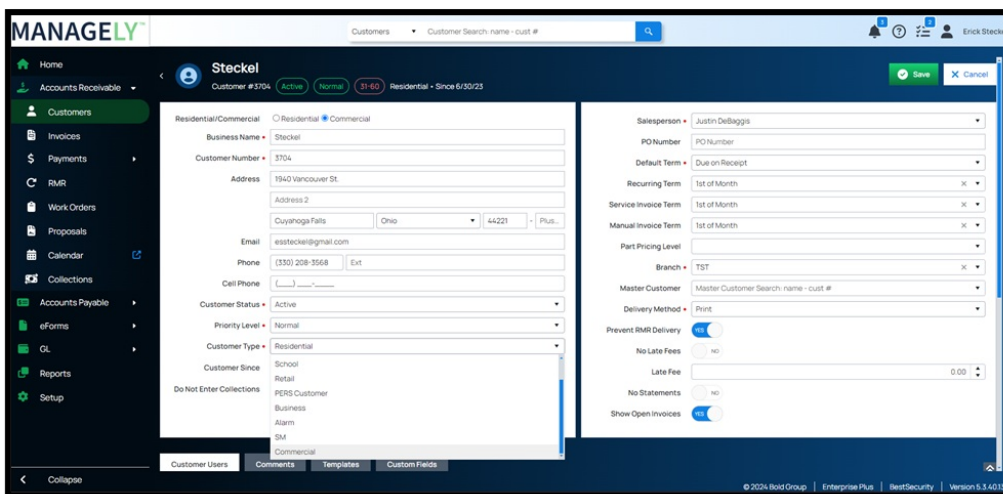
The below steps are how to update the customer type that appears on the customer page.

In this example we will change customer 3704 from Residential to Commercial

1. Go into the customer's page in question and click the edit button



2. Select the desired Customer Type from the drop down and then push Save



3. The customer type will update on the customer's page

Home

Accounts Receivable ▾



Steckel

Customer #3704

Active

Normal

31-60

Commercial • Since 6/30/23