



How to Change Email for Acknowledgements/Shipping Notifications

1. Login to your customer account.
2. Find the project that you wish to change the email for.

DO NOT BUILD'S DASHBOARD

CUSTOMER NO. C 00731
[Update Account Information](#)

Credit Line: \$5,000.00
Account Balance: \$0.00
Open Orders: \$0.00
Available Credit: \$5,000.00

ACTIVE

Search for a community

SET UP NEW COMMUNITY

* Select existing community to work on, or set up a new one.

ID	COMMUNITY	CITY	STATE	LAST ORDER DATE	
2891	My First Apartments	HOUSTON	TX	11-26-2019	...
2892	Over 11 Apartments	HOUSTON	TX	11-26-2019	...
2610	DO NOT BUILD A	HOUSTON	TX	11-08-2019	...

3. Hover over the 3 dots to the right side of the screen and click "Edit Info".

cinch

VISIT CINCH MAIN SIGN OUT 

DO NOT BUILD'S DASHBOARD

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DO NOT BUILD'S DASHBOARD




CUSTOMER NO. C-00731
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ACTIVE


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2892	Over It Apartments	HOUSTON	TX	11-26-2019	
2610	DO NOT BUILD A	HOUSTON	TX	11-08-2019	

4. Click Continue until you reach “Community Information” (#7). Under the address section you will see “Emails for Order Acknowledgements”. You will make your changes here and then click continue. This field will update the email address for order acknowledgements and shipping notifications.

7. COMMUNITY INFORMATION

 Fill community information.

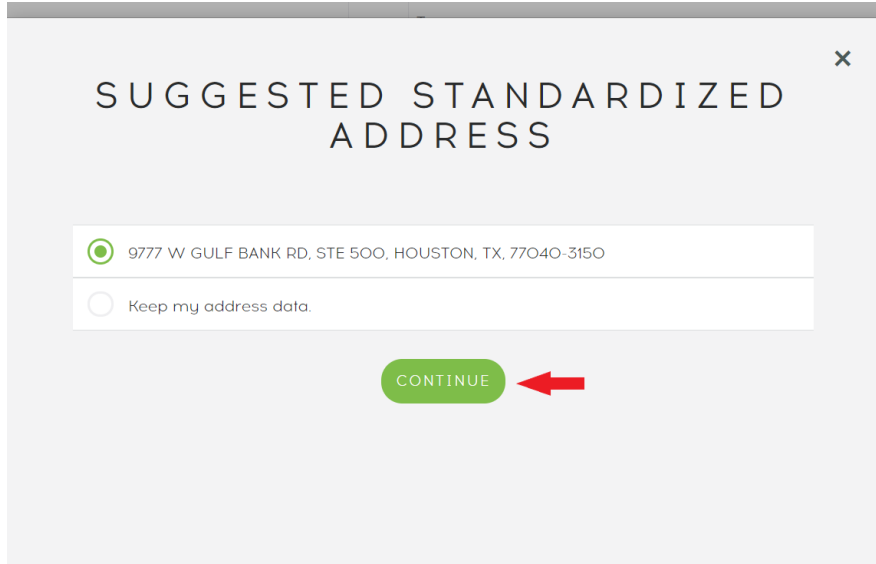
<input type="text" value="My First Apartments"/>	<input type="text" value="HOUSTON"/>
<input type="text" value="9777 W GULF BANK RD"/>	<input type="text" value="Texas"/>
<input type="text" value="STE 500"/>	<input type="text" value="77040-3150"/>
<input type="text" value="Opportunity ID"/>	

Emails for order acknowledgements INCLUDING CINCH PRICING, and shipment notifications. You may include multiple emails, separated by semicolons, up to a total of 80 characters.

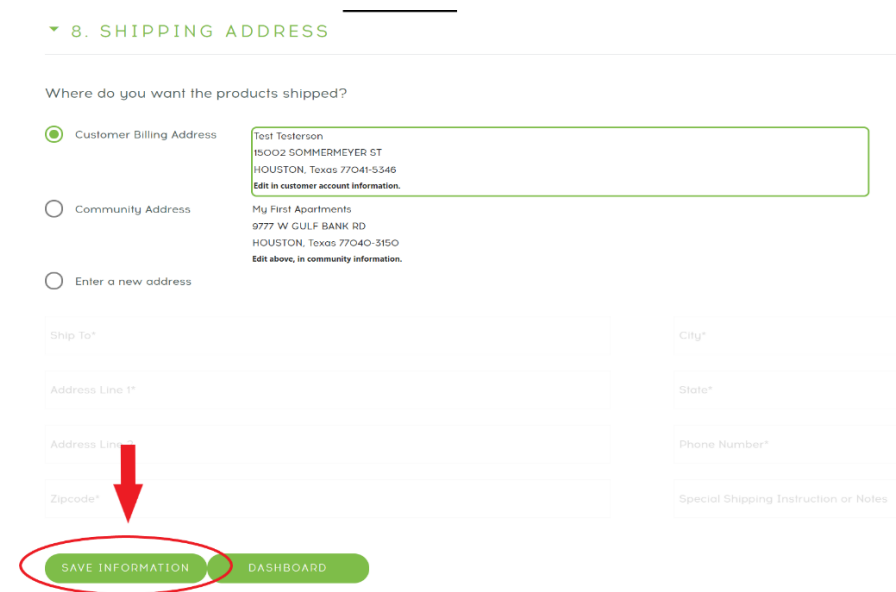
What is the total number of units to renovate?

[CONTINUE](#) 

5. Once you click continue a pop-up box will appear. Click the address option that is correct and click continue. You will normally select the suggested address, as it has the full zip code.



6. Verify the address that you would like your products shipped to and click "Save Information".



You have now successfully updated your email address for order acknowledgements and shipment notifications.