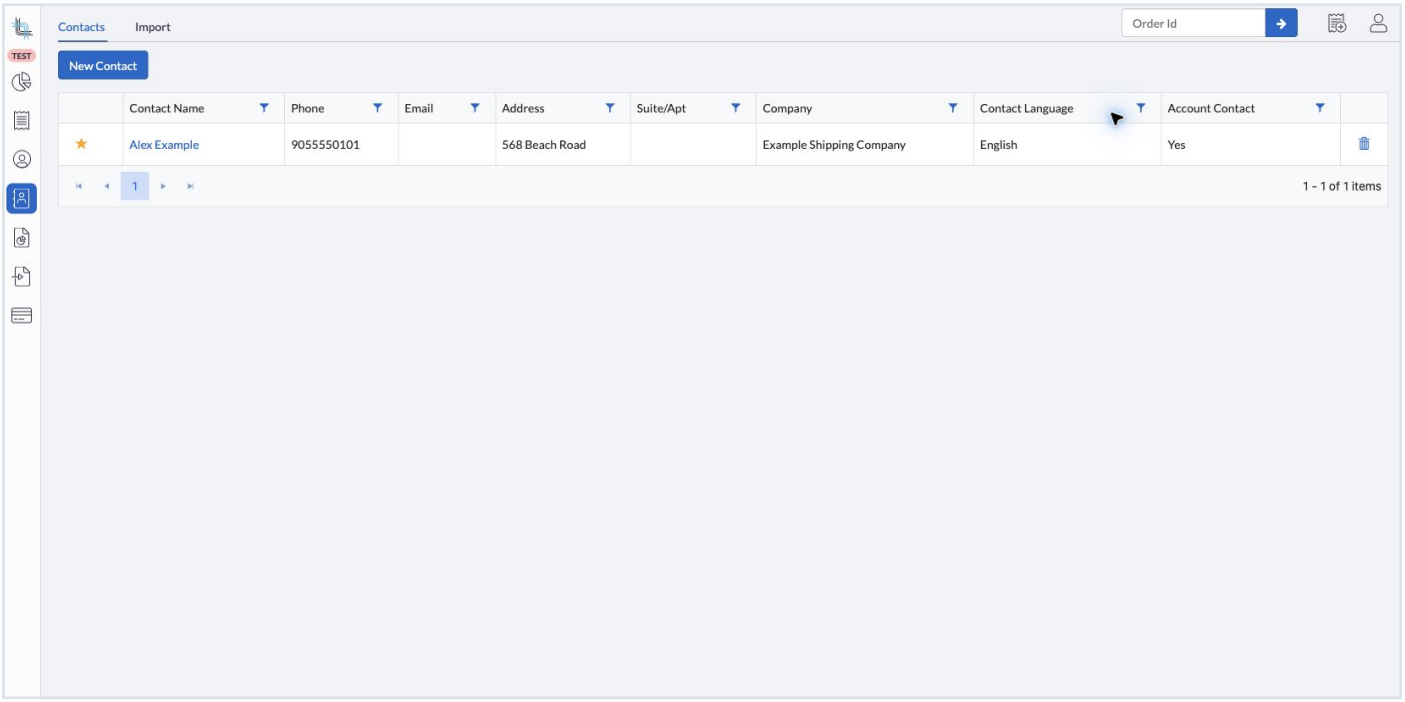
Manage your contacts

Keep the people and company details linked to your saved shipping locations up to date.

1 Find or add a contact

Open **Contacts** from the left-hand menu. Select a contact name to edit it, or select **New Contact** to create an entry.

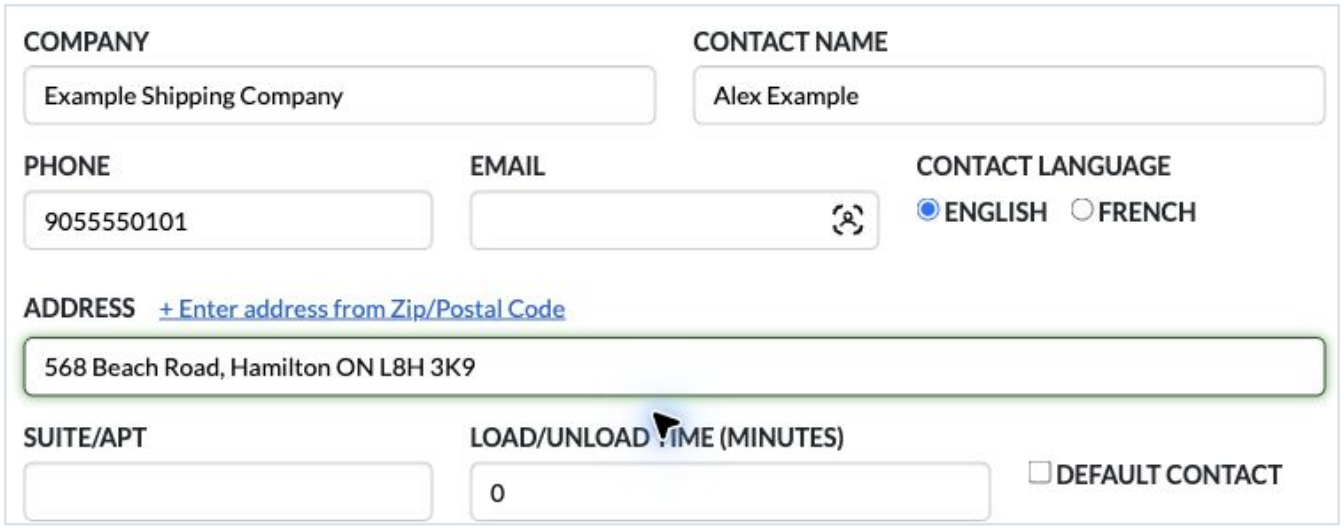


Contacts include an address. This is also where you manage the saved locations in your address book.

Need help? Call **1-888-837-2239**.

2 Enter the correct person and company

Complete the company, contact name, phone and email as needed. Choose the contact language and verify the address. Do not assume a saved contact automatically receives every shipment notification.



3 Save the changes

Select **Save** at the top of the editor. Check that the contact appears in the list. Reopen its name whenever you need to update it.



If your company or account access needs to change, contact PACEX.
Need help? Call **1-888-837-2239**.