

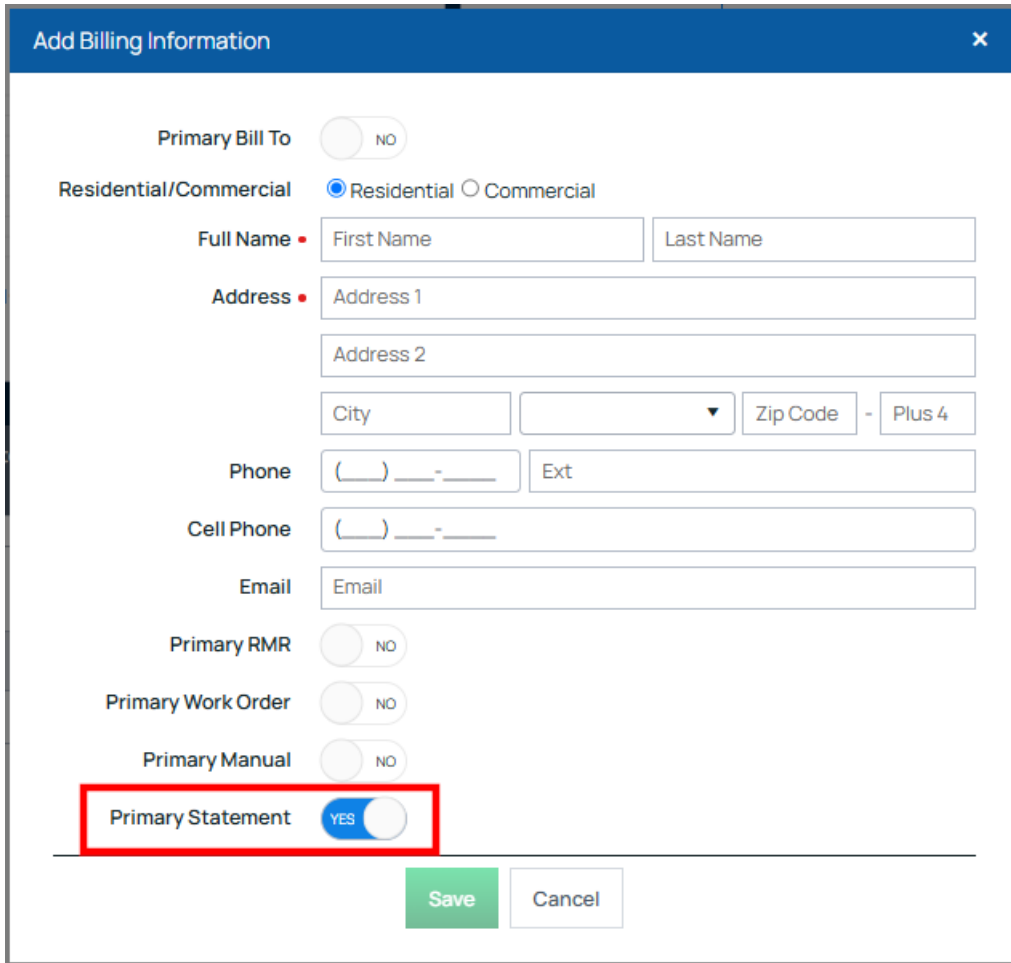
Print Statements to the Same Address as Invoices

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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 image shows a screenshot of a web form titled "Add Billing Information". The form contains several fields and toggle switches. The "Primary Statement" toggle switch is highlighted with a red rectangular box. The toggle is currently set to "YES". Other fields include "Full Name" (First Name and Last Name), "Address" (Address 1 and Address 2), "City", "Zip Code", "Plus 4", "Phone", "Cell Phone", and "Email". There are also toggle switches for "Primary Bill To", "Primary RMR", "Primary Work Order", and "Primary Manual", all of which are currently set to "NO". At the bottom of the form are "Save" and "Cancel" buttons.

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