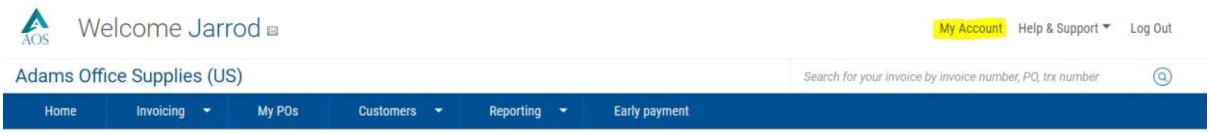
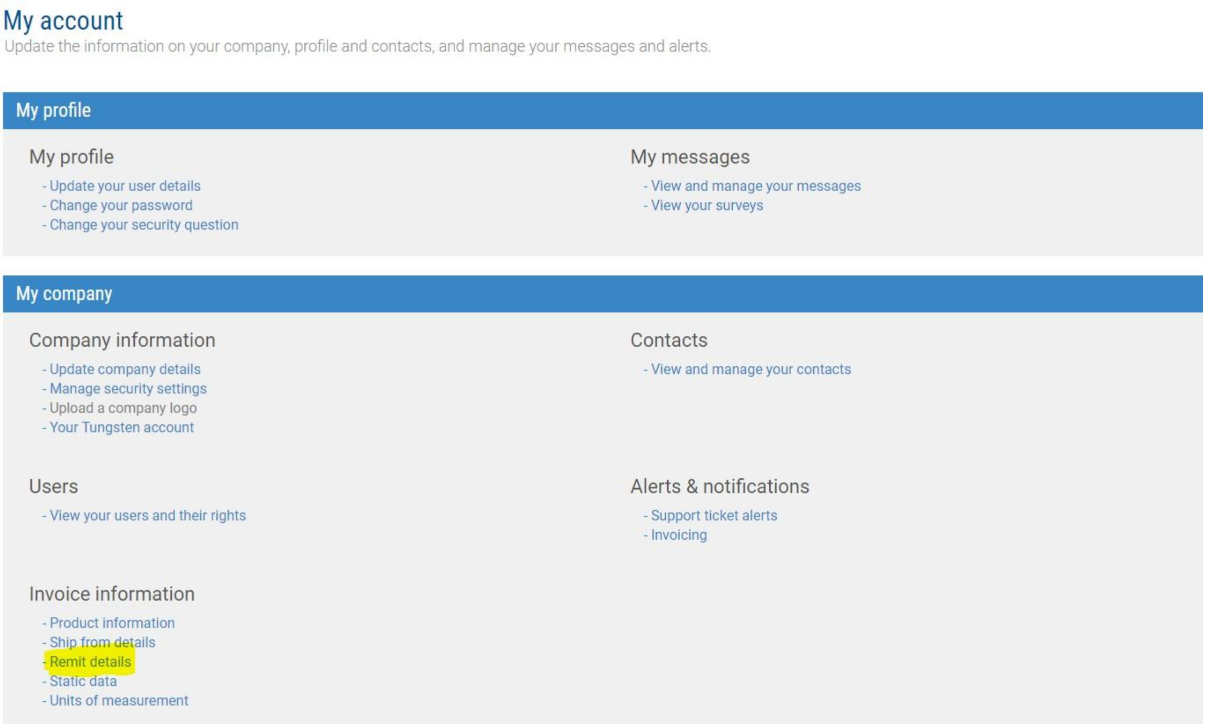
How to Update Your Company Remit Address, Contact Details and Customer Contact Information on Tungsten Network

How to update your company remit address:

1. **Login** to your Tungsten Network company profile
2. Go to "**My Account**" section located on the top right corner

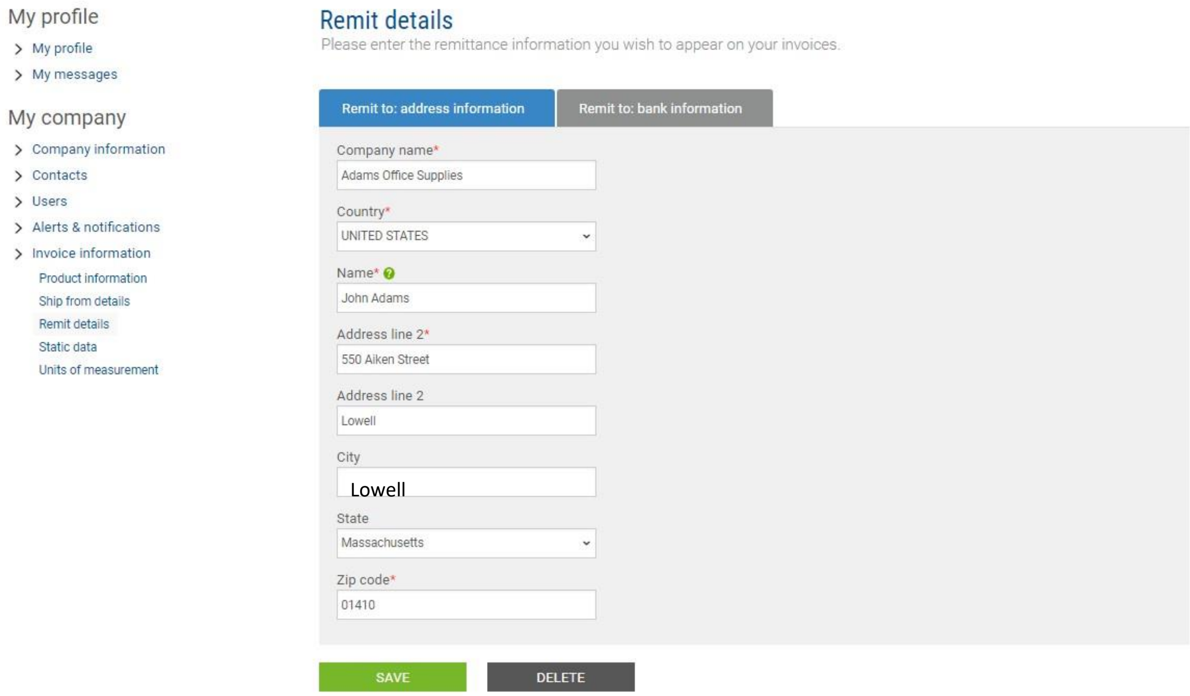


3. Select "**Remit Details**"



4.

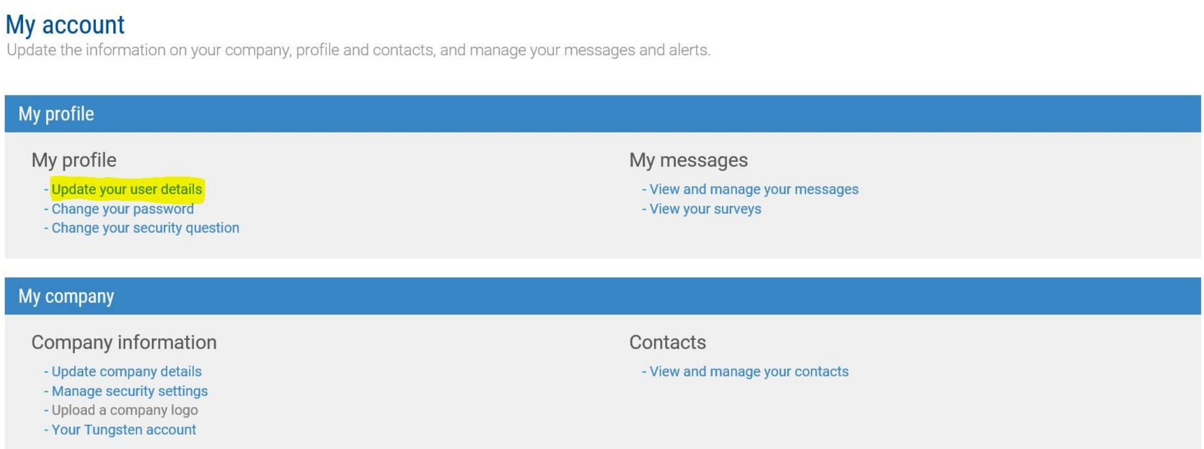
Enter your “**Remit to Address Information**”



5. Click “**Save**” to complete

<u>How to update your contact details:</u>

1. **Login** to your Tungsten Network company profile

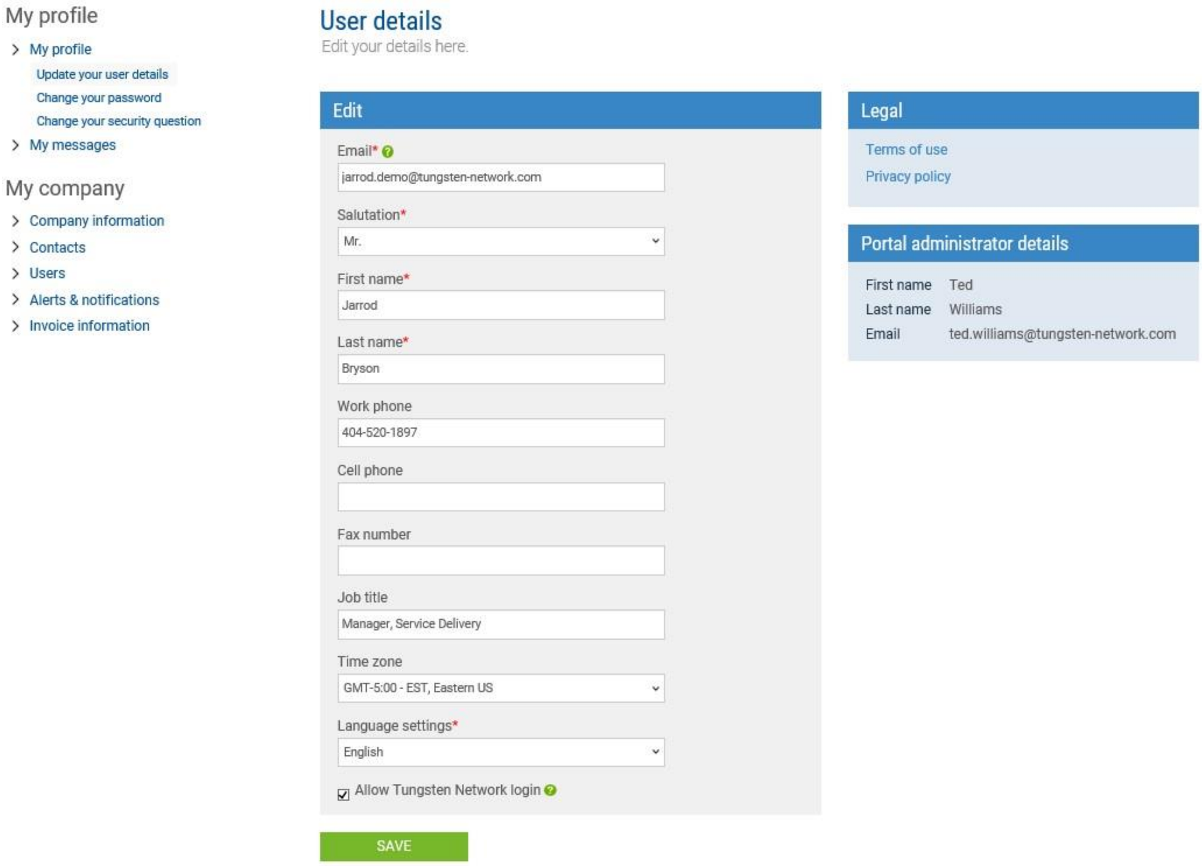


4.

2. Go to “**My Account**” section

3. Under “**My profile**” select “**Update your user details**”

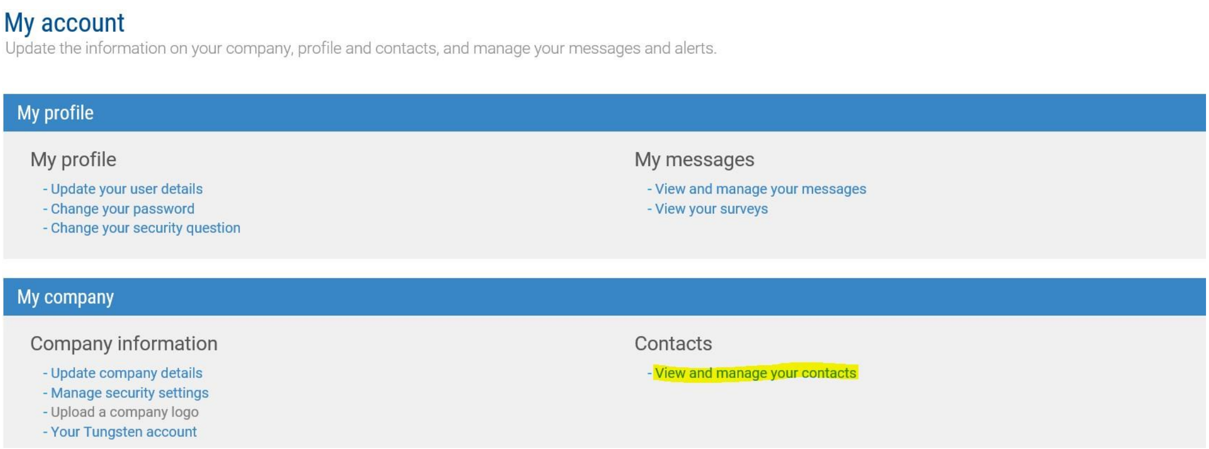
Update your personal contact information (name, email address, telephone number and etc.)



5. Click “**Save**” to complete

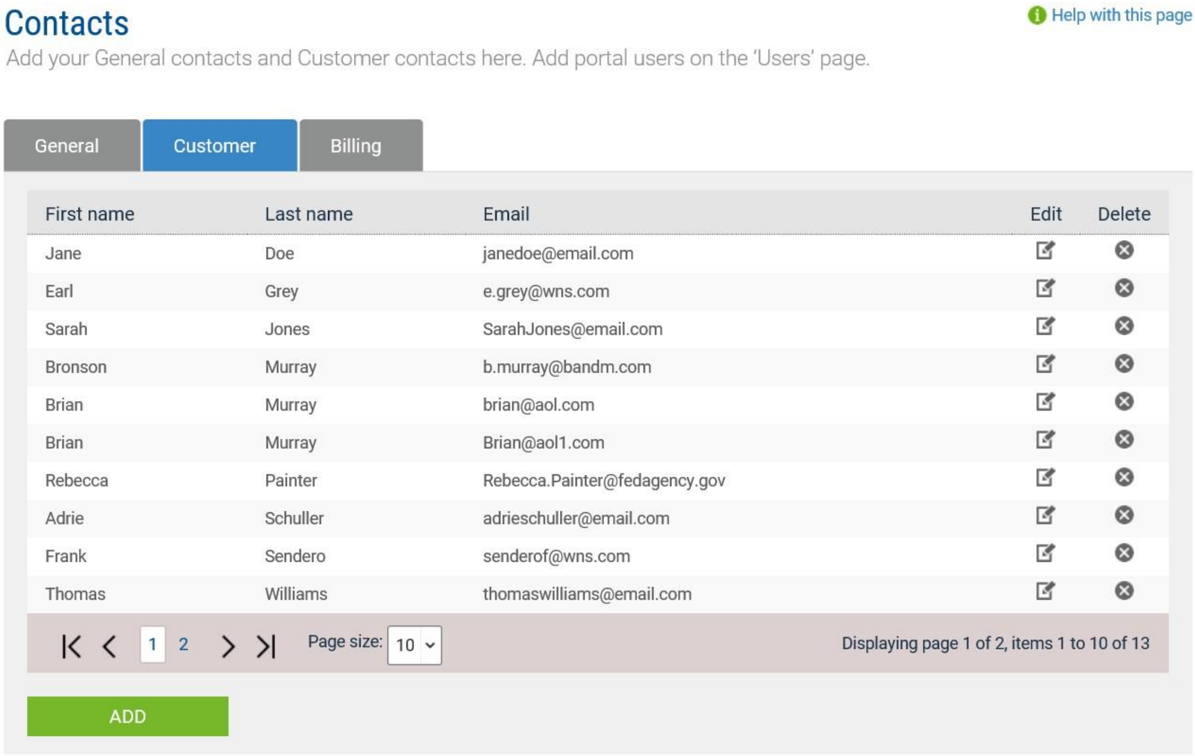
<u>How to add customer contact information:</u>

1. **Login** to your Tungsten Network company profile
2. Go to “**My Account**” section



4.

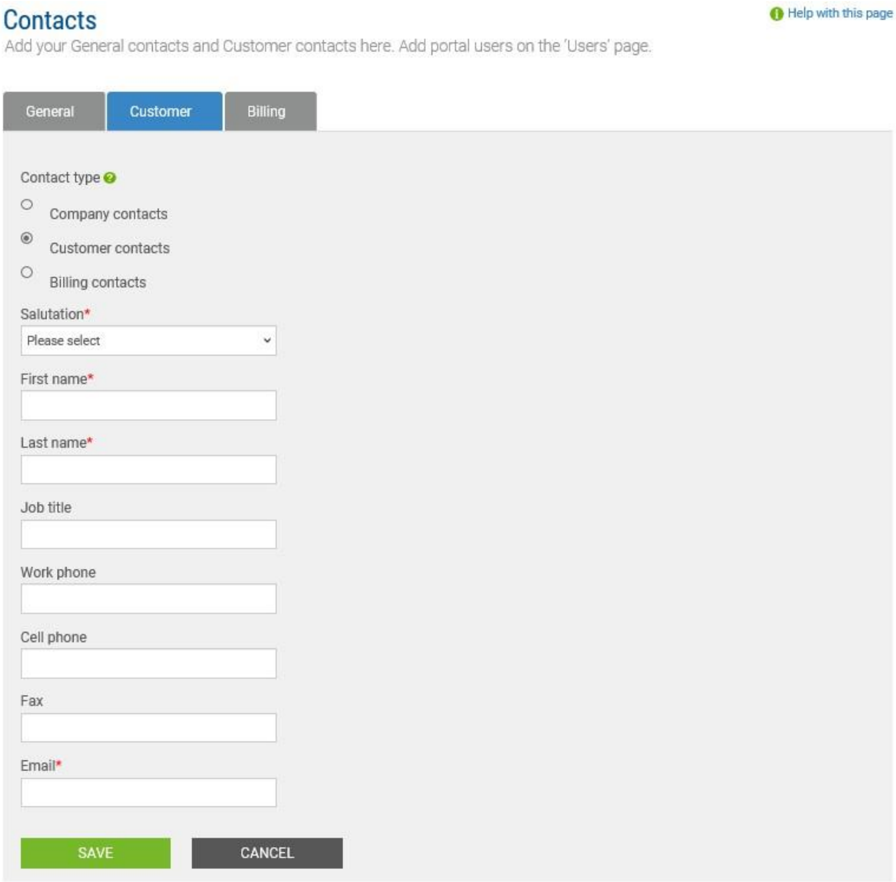
3. Under “**Contacts**” select “**View and Manage your Contacts**”
   Select “**Customer**” tab and click “**Add**”



First name	Last name	Email	Edit	Delete
Jane	Doe	janedoe@email.com		
Earl	Grey	e.grey@wns.com		
Sarah	Jones	SarahJones@email.com		
Bronson	Murray	b.murray@bandm.com		
Brian	Murray	brian@aol.com		
Brian	Murray	Brian@aol1.com		
Rebecca	Painter	Rebecca.Painter@fedagency.gov		
Adrie	Schuller	adrieschuller@email.com		
Frank	Sendero	senderof@wns.com		
Thomas	Williams	thomaswilliams@email.com		

5. Fill-in the required customer contact fields name and email address and click **“Save”**

4.


Contacts
Help with this page
Add your General contacts and Customer contacts here. Add portal users on the 'Users' page.
General
Customer
Billing
Contact type
Company contacts
Customer contacts
Billing contacts
Salutation*
Please select
First name*
Last name*
Job title
Work phone
Cell phone
Fax
Email*
SAVE
CANCEL