

ACCOUNT MANAGEMENT

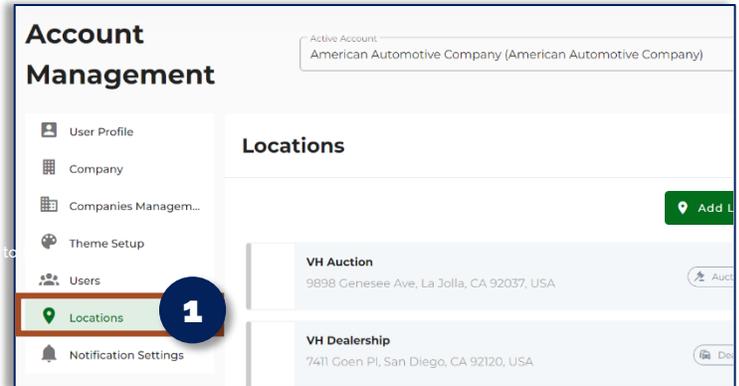
LOCATIONS JOB AID

This job aid show how to manage locations, by adding, editing, deleting, or set as primary account from the Account Management – Locations page that is associated with your Hitch account.

FROM THE ACCOUNT MANGEMENT PAGE

1. From the Account Management page options on the left, click **Locations**

The Locations screen will display.



TO ADD A LOCATION

1. Click Add Location

The window for adding a new location will appear.



COMPLETE LOCATION INFORMATION

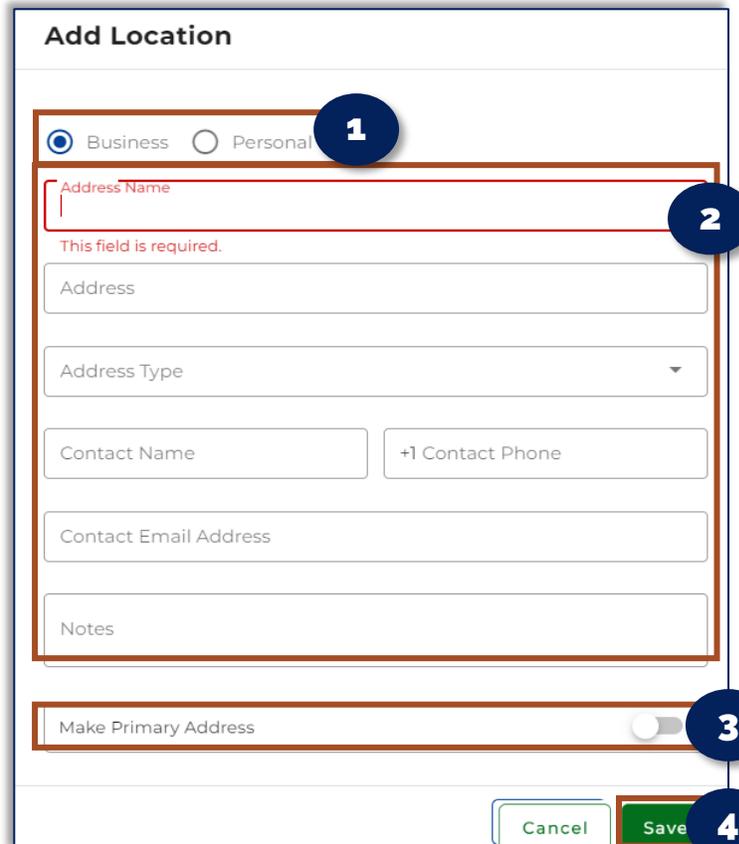
1. Select whether this location is **Business** or **Personal**
2. Complete the location information:
 - Address
 - Address type
 - Contact name
 - Phone
 - Email
 - Notes

 **NOTE:** Information in Notes can include gate code, keys missing, inoperable vehicle, etc.

3. Use the toggle button to make primary address

 **NOTE:** Only one (1) address can be your primary address.

4. Click **Save**

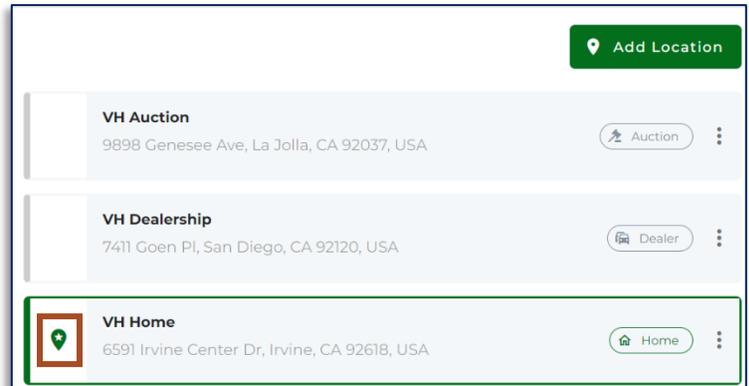


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LOCATIONS JOB AID

This job aid of the Account Management – Locations page continued

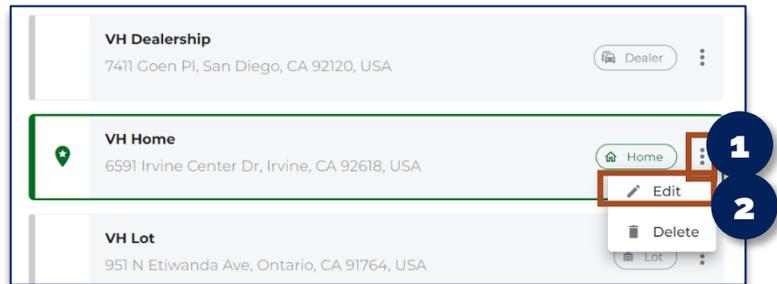
NOTE: The icon and framed box contains the primary address for the account



TO EDIT LOCATION SETTINGS

1. Click the three dots located to the right of the selected location
2. Select **Edit** from the drop down list

The account information of the location will appear.

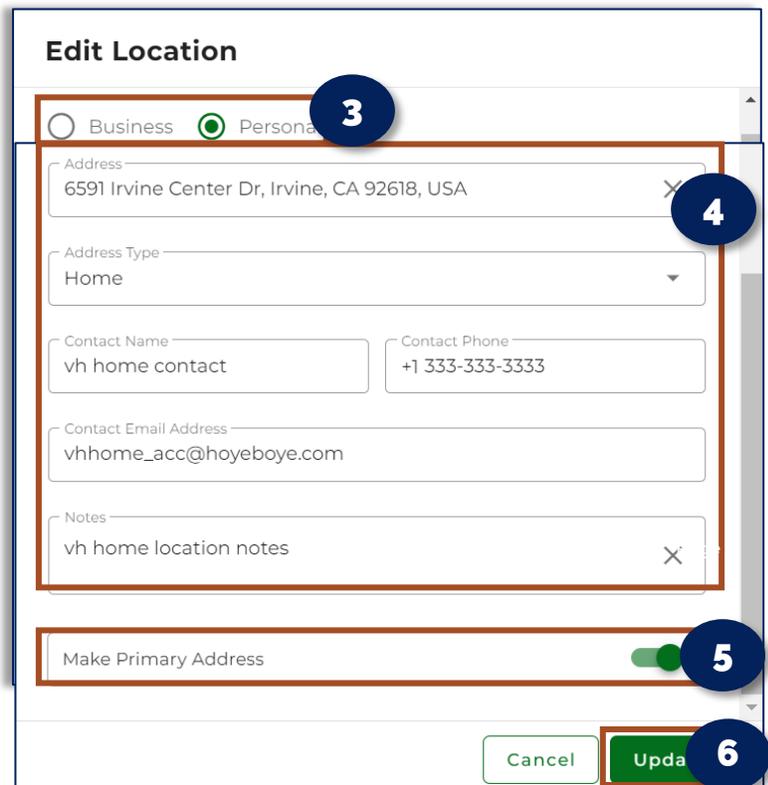


EDIT LOCATION INFORMATION

3. Select whether this location is **Business** or **Personal**
4. Edit the location information:
 - Address
 - Address type
 - Contact name
 - Phone
 - Email
 - Notes

NOTE: Information in Notes can include gate code, keys missing, inoperable vehicle, etc.

5. Scroll to bottom of the page and use the toggle button to make primary address if needed
6. Click **Update**



ACCOUNT MANAGEMENT

LOCATIONS JOB AID

This job aid of the Account Management – Locations page continued

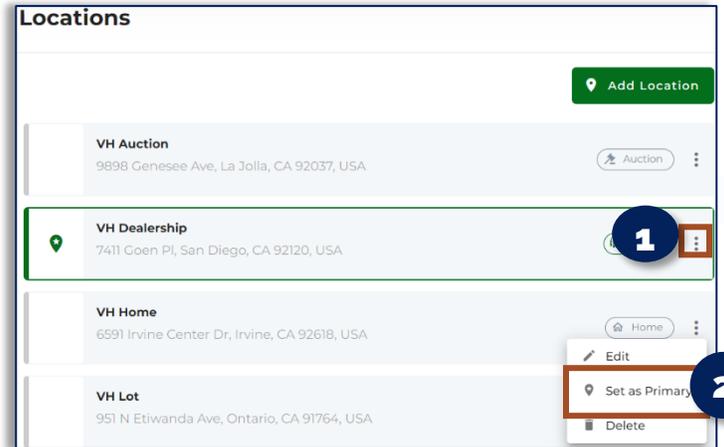
TO SET A PRIMARY LOCATION

1. Click the three dots  at the far right of the location selected
2. Select **Set as Primary** from the drop down list

The selected location will be set as primary.



NOTE: Only one (1) address can be your primary location.



TO DELETE A LOCATION

1. Click the three dots  at the far right of the location selected
2. Select **Delete** from the drop down list

The selected location will be deleted.

