

# Editing or Deleting Customer Information

A customer's data is automatically added to your customer list when a customer registers. You can also edit a customer's information, or manually add or delete customers.

## To edit or delete an existing customer:

1. Login to your Workspace
2. Click on **Customers** from the left menu.
3. On the **Manage Data and Lists** screen, click the customer's name in the Selected List Recipients field.

4. Click the appropriate button **Edit Member** or **Delete Member**.
5. Make your edits.

**i** To edit a customer password, you must also select the pencil icon adjacent to Password.

**i** You cannot edit customer ID. This ID is automatically generated by .

6. Click **Save** at the bottom of the screen.

## Related articles

- [Managing User Rights](#)
- [Searching for Customer Details](#)
- [Creating Mailing Lists](#)
- [Attaching a Note to an Order](#)
- [Manually Adding Customer Details](#)