

## **ShopSite Knowledgebase**

### **Merchant e-mail address change**

Product: ALL

Version: ALL

Platform: ALL

If my e-mail address has changed, how do I change my merchant e-mail address in Shopsite ?Solution ID: S04305

To change the merchant e-mail address access the backoffice and go to Preferences-> Hosting Service and change the e-mail address in the 'merchant e-mail address' field and then Save Changes.

This setting specifies the return address (From:) that appears on receipts sent to customers. This is the customer's primary method of remembering your address for future correspondence. This is also the address that ShopSite will send the merchant receipt to notify the merchant that an order has been placed.

<https://support.shopsite.com/KBase/questions/2393/>