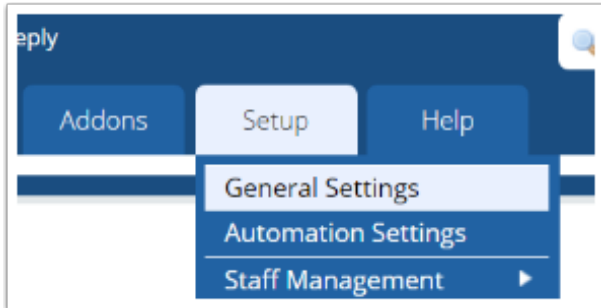# Change the Pay To address on invoices

To change the Pay To Address which is displayed on invoices, follow these steps:

Navigate to **Setup > General Settings > General tab**

Change the *Pay To Text* area to the new address

Click *Save Changes*