## How to Add an Email Address to a Customer's Account

In some cases, you may not have a customer's email address during the controller setup process. If you used the KIP feature when setting up the controller, you can add the email address at a later time. To complete this process, follow these steps.

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- 1. Sign in to your <a href="Hydrawise">Hydrawise</a> [1] account.
- 2. Click on the MULTI-SITE MANAGER (a) icon on the upper right-hand side of the app.
- 3. Click on MY CUSTOMERS (a).
- 4. Locate the customer's name and click it to open CUSTOMER DETAILS.
- 5. In the **USER** category, click the (a) icon.
- 6. Click EDIT.
- 7. Enter the customer's email address and click OK.