

Set your store's business details

Enter your business name, address and regional settings once, and choose who gets a copy of customer emails.

Add-on Online store

Your store keeps its own record of who you are: your business name, address and regional settings such as currency. Customers see them on their invoices, so it pays to get them right.

Online stores are an add-on. If your site doesn't have one yet, ask us about adding it; we quote it in writing first.

DON'T SEE THIS?

It may be turned off for your site. Ask us and we'll take care of it.

Enter your details

1. Log in to your site editor.
2. In the side panel, click **Store**, then **Business Settings**.
3. Click **Taxes**.
4. Fill in the **General**, **Business Address** and **Regional Settings** sections.
5. Click **Save**.

If you don't see those three sections there, tell us and we'll point you to the right screen.

The **Regional Settings** section is also where you change how prices are written. See [Change how prices and currency show](#).

Choose who gets copies of customer emails

You can add people who should receive a copy of every customer email and invoice, such as a partner or a bookkeeper.

1. In the side panel, click **Store**, then **Business Settings**.
2. Click **Notification Settings**.
3. To add someone, click + **Add Recipient**. Fill in **Full name** and **Email address**, then click **Add Recipient**.
4. To edit or remove a recipient, find their email in the list and use its three dot icon to choose **Edit Recipient** or **Remove**.
5. Click **Save**.

Everyone on the list gets a copy of customer emails. There is more on this in [Choose who gets store emails](#).

Tips

- Use the business name and address exactly as you want customers to see them on an invoice.
- Some store connections ask for these details, so keep them current when you move or rename.
- Your site has its own place for business details too. See [Update your business details in one place](#).

Need a hand?

If your site doesn't have this yet, ask us about adding it. We quote it in writing first, and nothing is billed unless you approve. Email hello@zossoz.com.

Already have a store and want us to handle this? Email your business name and the details you want entered, and we'll take care of it. We reply within one business day.

Related guides: [Change how prices and currency show](#) · [Choose who gets store emails](#) · [How your online store works](#) · [Update your business details in one place](#)

More guides: the [Zossoz Help Center](#) · [Questions?](#) Email hello@zossoz.com