

Editing Your Online Order Form

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Online order forms automate the process of placing orders for your services. It also helps you keep important customer information, such as shipping and billing addresses, credit or debit card information, etc., from anyone.

By removing the manual process, you also lower the risk of fraud or costly data breaches.

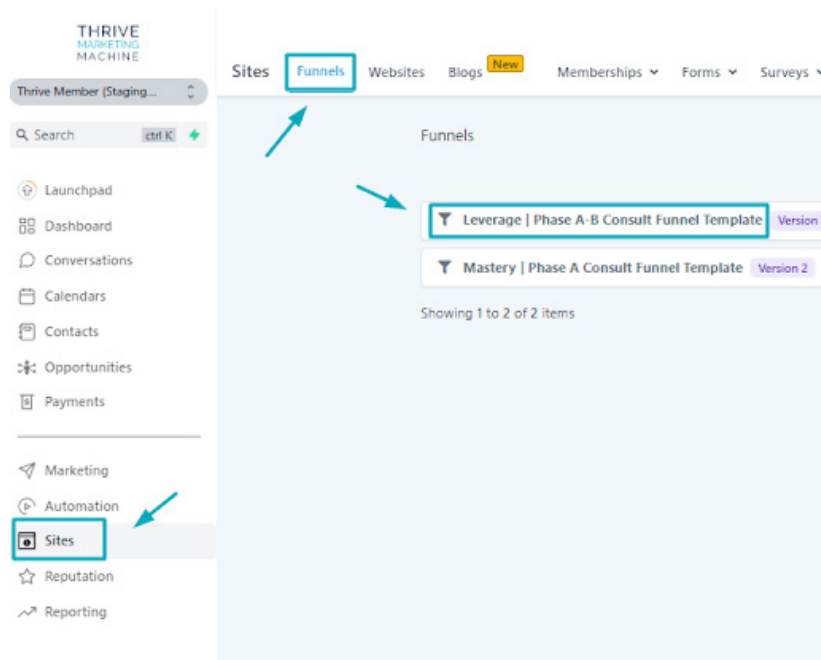
How to Edit your Online Order Form

Step 01: Log in to your Thrive Marketing Machine

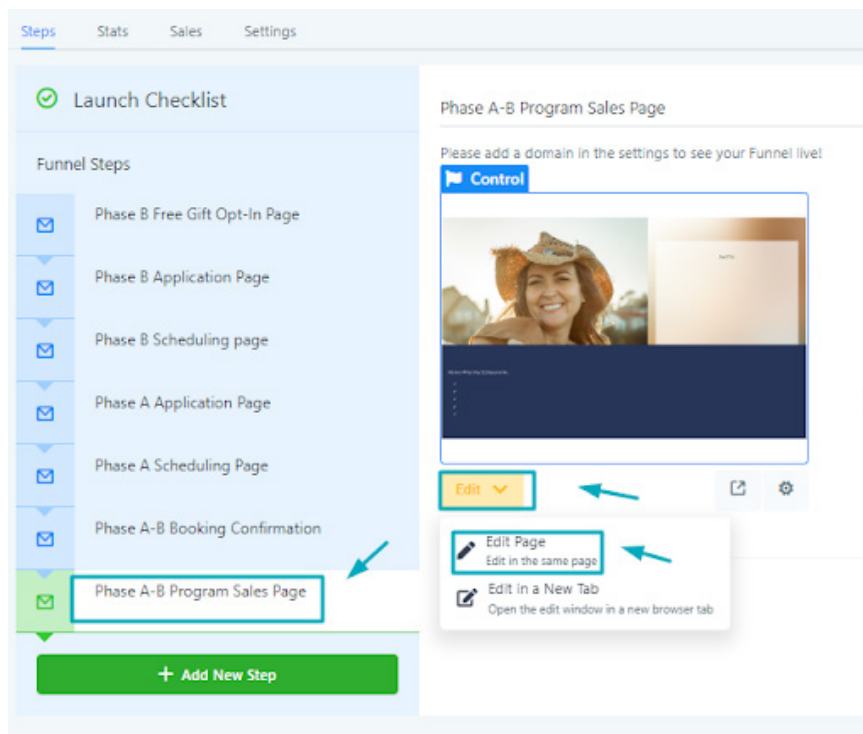
1. Copy and Paste app.thrivemarketingmachine.com on your browser
2. Enter your **Email**, **Password**, and **Security Code** which is sent to your email login.

Step 02: Select the Funnel that you want to Edit

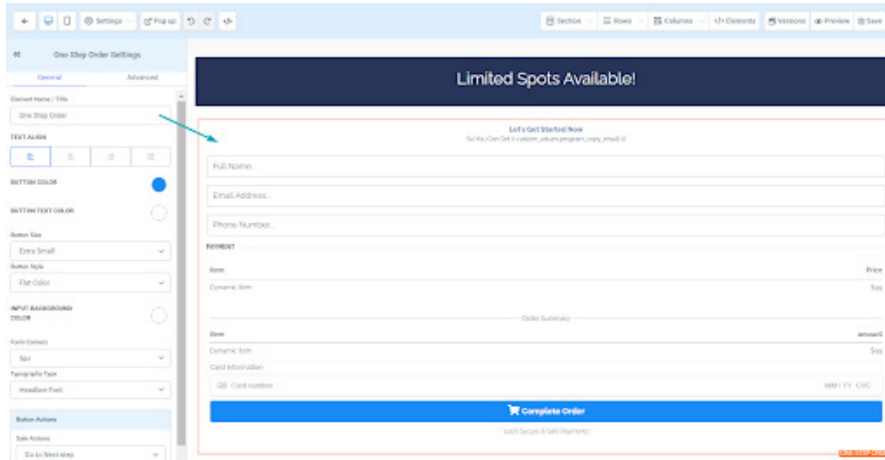
1. Click on **Sites**, go to the **Funnel** tab, then click on the name of the Funnel that you want to edit.



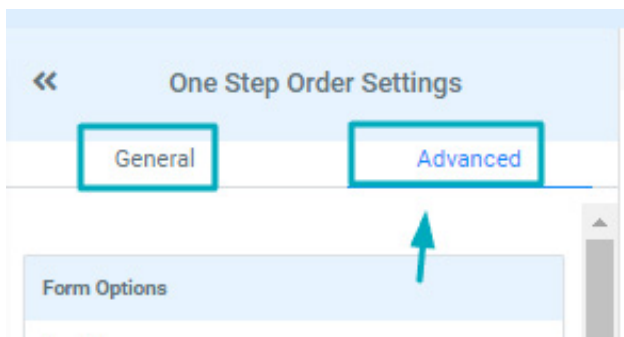
2. Select the funnel step where you have an order form in place. Click **Edit**, then **Edit Page**



3. On the funnel edit page, click on the **Order Form** element.



4. On the left sidebar, you will see the **Once Step Order Settings**, then click on **Advanced**



- Under **Advanced** settings, you can show or hide the Company Name, Phone Number and Shipping Address. You can also edit Headline, Sub Headline, or use custom values.

General Advanced

Form Options

Headline
Let's Get Started Now

Sub Headline
So You Can Get {{ custom_values.prog

Toggle Company Name
Hide Company Name

Full Name
Full Name...

Email Address
Email Address...

Toggle Phone
Show Phone Number

Phone Number
Phone Number...

Enable Country Picker

- Click **Save** when you're done updating your Order Form, and click **Preview** to see the actual view of the page with your order form.

