

## LOOP 2.9 | Manage LID

Click **Manage LID** on the left side of the Dashboard.

**Note:** LID information is part of every order placed in LOOP and is only visible to account administrators.


 A rectangular button with a light gray background and a dark gray border. On the left is a small icon of a document with a checkmark. To the right of the icon, the text "Manage LID" is displayed in a dark gray font.

Verify your LID appears at the top of the screen next to **Manage LID**. If you have registered multiple LIDs under the same LOOP account, you will need to select the LID you wish to manage from the dropdown menu.

Manage LID

Select LID\*

1234

Verify or enter a new **Default Store for Store Pickup**. Each time you place an order for store pickup, your default store will be used. You can change this at any time if you decide you wish to shop at a different store.

Default Store for Pickup

2102

[Change Store](#)

Ivy Ridge Shopping Center  
7146 Ridge Avenue  
Philadelphia, PA, 19128

Confirm your **Common Business Name (CBN)**. This is the name your patrons know you as.

**Note:** You had the option to enter this when you signed up, but if you did not enter it then or if you wish to change it, you can do so on the **Manage LID** page.

Common Business Name

Pat's South Paw B&G

Enter your default **Special Instructions**. The special instructions field allows you to enter information to be inserted automatically into every order. You can change this at any time, and it can be overridden on an order-by-order basis. For example: "Please call 555.555.5555 when you arrive at the gate."

Special Instructions

Please call if any ordered items are unavailable.