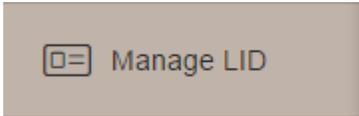


## LOOP 2.9 | Manage LID

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

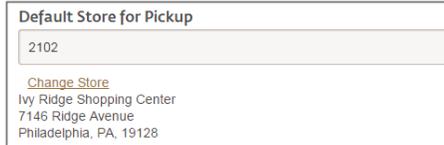
**Note:** Your LID information will be a part of every order you place in LOOP.


 A rectangular button with a light gray background and a dark gray border. On the left side, there is a small icon of a square with a horizontal line through it. To the right of the icon, the text "Manage LID" is displayed in a dark gray, sans-serif 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.


 A rectangular dropdown menu with a light gray background and a dark gray border. At the top, the text "Manage LID" is displayed in a dark gray, sans-serif font. Below this, the text "Select LID\*" is displayed in a smaller, dark gray font. Underneath, there is a dropdown list with the number "1234" selected and a small upward-pointing arrow on the right side.

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.


 A rectangular form with a light gray background and a dark gray border. At the top, the text "Default Store for Pickup" is displayed in a dark gray, sans-serif font. Below this, the number "2102" is displayed in a dark gray font. Underneath, there is a link labeled "Change Store" in a smaller, dark gray font. Below the link, the address "Ivy Ridge Shopping Center, 7146 Ridge Avenue, Philadelphia, PA, 19128" is displayed in a smaller, dark gray font.

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.


 A rectangular form with a light gray background and a dark gray border. At the top, the text "Common Business Name" is displayed in a dark gray, sans-serif font. Below this, the text "Pat's South Paw B&G" is displayed in a dark gray font.

Enter your default **Special Instructions**. The special instructions field allows you to enter information to be inserted into every order automatically. 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."

**Note:** Use only alphanumerical characters.


 A rectangular form with a light gray background and a dark gray border. At the top, the text "Special Instructions" is displayed in a dark gray, sans-serif font. Below this, the text "Please call if any ordered items are unavailable." is displayed in a smaller, dark gray font.