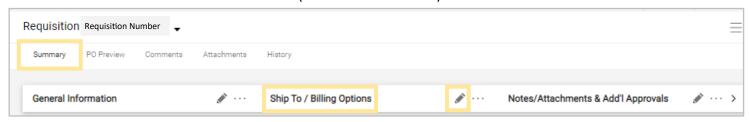
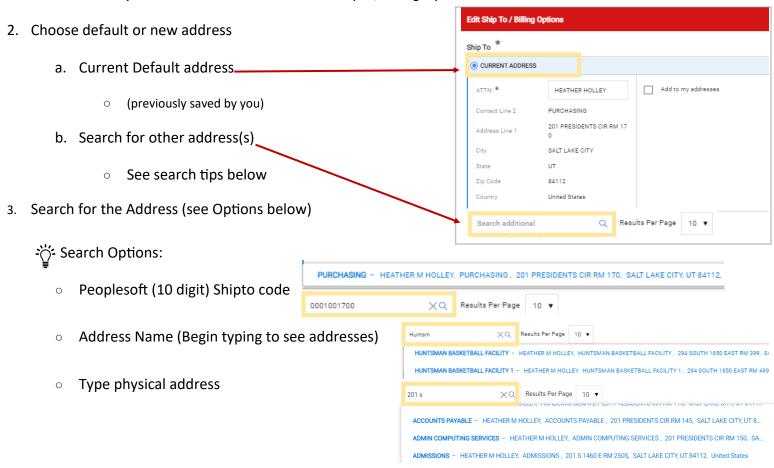
Edit Shipto Address

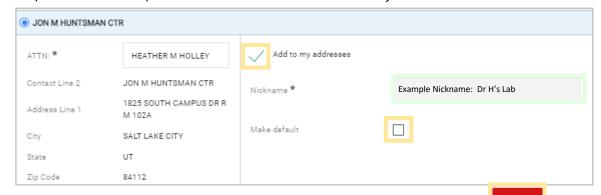
(Proceed to checkout)



1. In the Summary Tab click on the Pencil next to Shipto/Billing Options.



- o For New addresses email ushop@utah.edu and cc' askme@purchasing.utah.edu Provide the address and /or 10 digit code to be added
- 4. Click on the text that matches the desired address (Note that the address will move up to the current Shipto section)
 - To add this as a favorite click on the box next to "Add to my Addresses"
 - Note that a Nickname can be given, by you, to this address for your profile only (example: Dr H's Lab)
 - To Make this address your new default Shipto address click the box next to "Make Default"



5. Click Save