

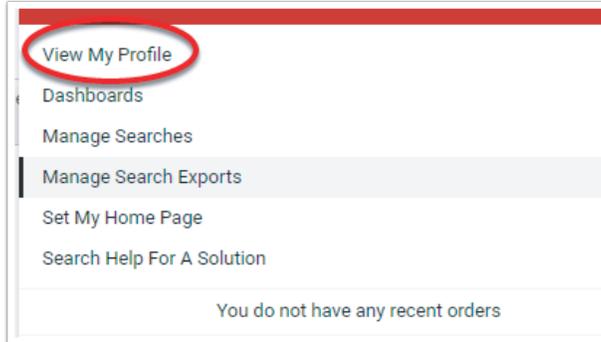
**I.**

From the Shopping Dashboard, click on the profile icon.



**II.**

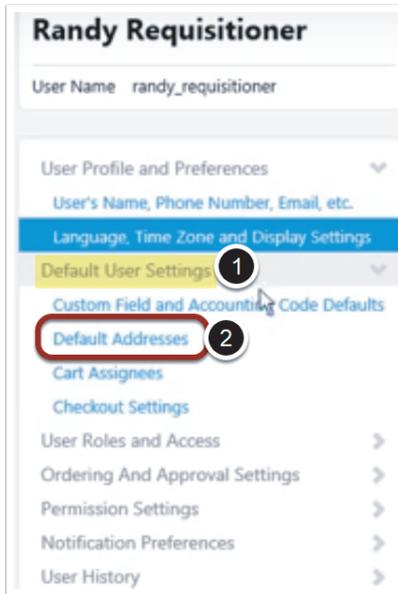
From the dropdown menu, Select *View My Profile*.



**III.**

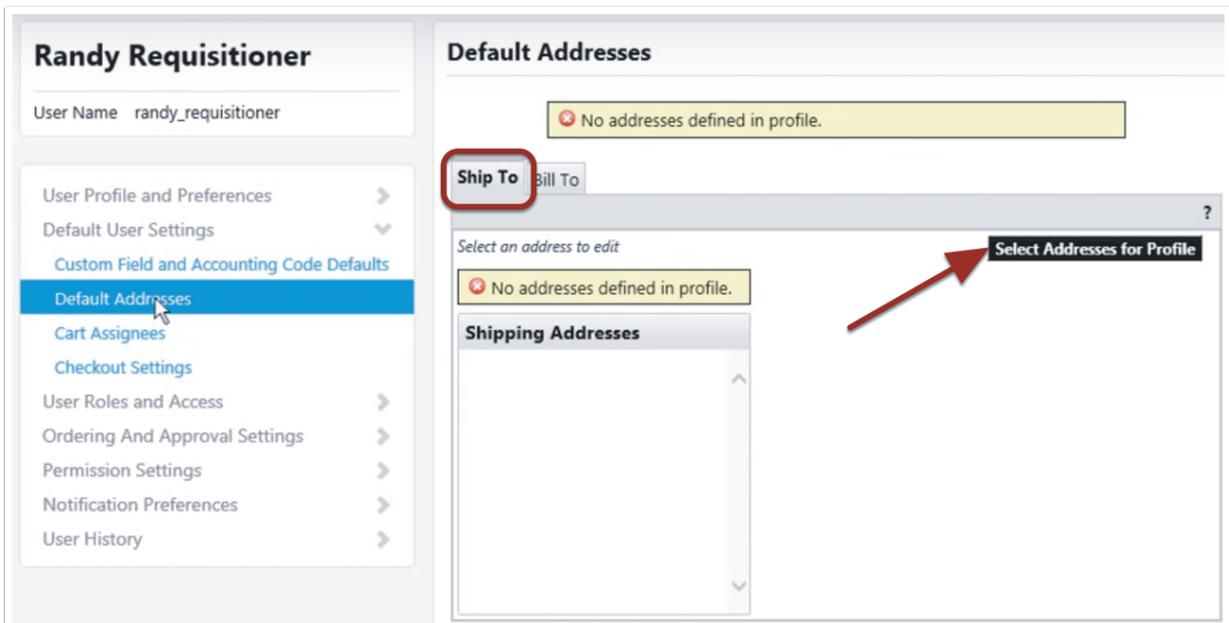
In your user profile, on the left side of the page,

1. Select the *Default User Settings*.
2. Click on *Default Addresses*.



**IV.**

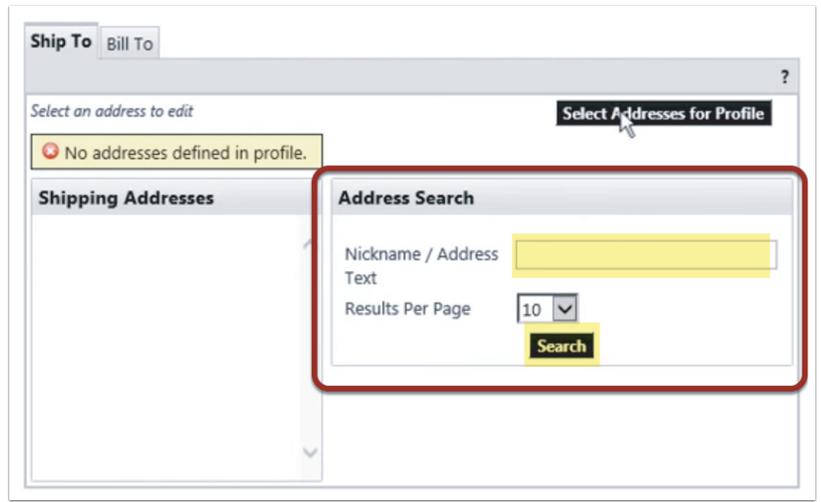
The Ship To tab displays by default. To add a new address, click on *Select Addresses for Profile*.



**V.**

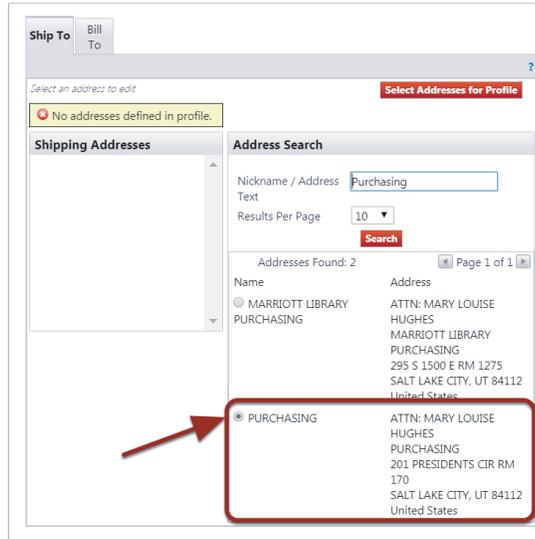
A search interface will display.

Type the name of your department and click *Search*.



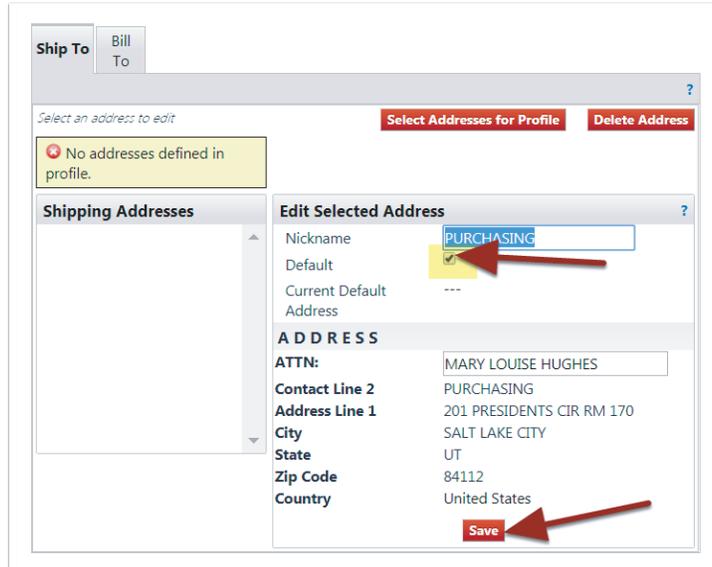
**VI.**

Select the correct address from the list displayed.



**VII.**

Click the *Default* checkbox if this is your default Ship to address. Click *Save* to save changes.



## VIII.

The selected address displays in the *Shipping Addresses* box on the left side of the screen. Note that the default address will be in bold type.

The screenshot shows the 'Default Addresses' interface. At the top, there are tabs for 'Ship To' and 'Bill To'. Below this is a search bar with the text 'Select an address to edit' and two buttons: 'Select Addresses for Profile' and 'Delete Address'. The main area is divided into two panels. The left panel, titled 'Shipping Addresses', contains a list of addresses, with 'PURCHASING' highlighted in blue and circled in red. The right panel, titled 'Edit Selected Address', displays the details for the selected address. It includes fields for Nickname (PURCHASING), Default (checked), Current Default Address (PURCHASING), and a section for ADDRESS with fields for ATTN (MARY LOUISE HUGHES), Contact Line 2 (PURCHASING), Address Line 1 (201 PRESIDENTS CIR RM 170), City (SALT LAKE CITY), State (UT), Zip Code (84112), and Country (United States). A 'Save' button is located at the bottom right of the right panel.

## IX.

You can select the *Delete Address* button if the address was selected in error, or if it is no longer needed.

The screenshot shows the 'Default Addresses' interface with a different address selected. The 'Ship To' and 'Bill To' tabs are at the top. The search bar contains 'Select an address to edit' and the buttons 'Select Addresses for Profile' and 'Delete Address'. The 'Delete Address' button is highlighted with a red circle. The left panel, 'Shipping Addresses', shows a list of addresses with 'ABBOTT RESEARCH CTR/DRUG' highlighted in blue. The right panel, 'Edit Selected Address', displays the details for this address: Nickname (ABBOTT RESEARCH CTR/DRUG), Default (checked), Current Default Address (ABBOTT RESEARCH CTR/DRUG), and ADDRESS fields: ATTN (Randy Requisitioner), Contact Line 2 (ABBOTT RESEARCH CTR/DRUG), Address Line 1 (30 N 1900 E RM 4A332), City (SALT LAKE CITY), State (UT), Zip Code (84132-2101), and Country (United States). A 'Save' button is at the bottom right.

Repeat these steps to add more addresses to your profile, as needed.

If the desired address is not found in the system, contact the Purchasing department. They work with Space Planning to add University addresses to UShop.