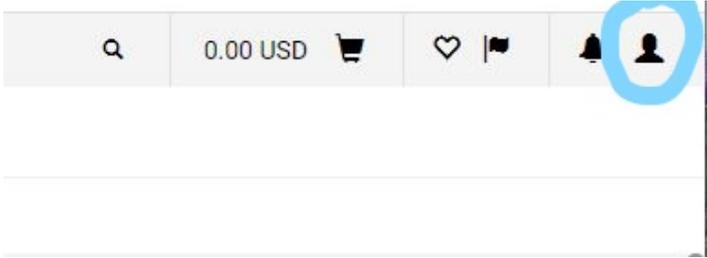
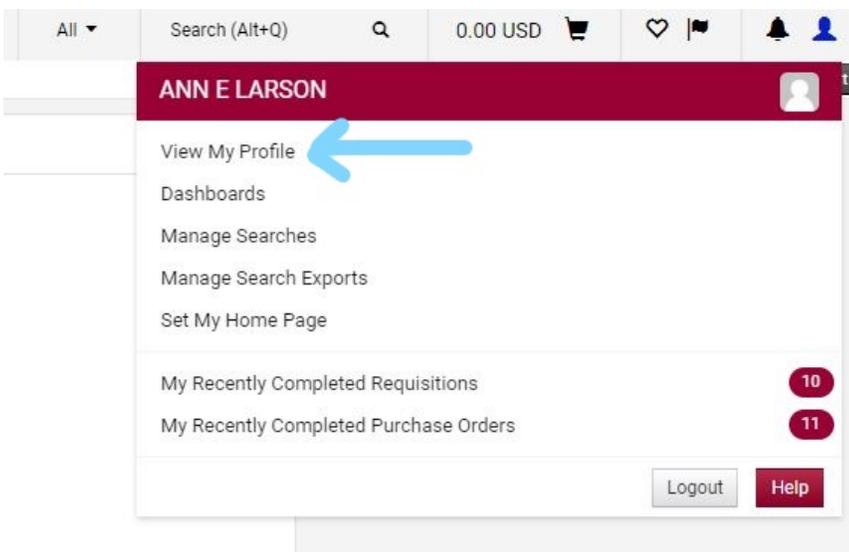


How to change your default address in Shop@UW

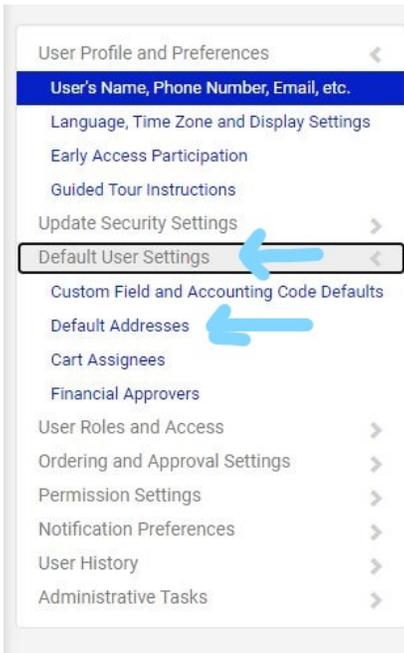
(1) Log in to Shop@UW. Click on the profile symbol in the upper right.



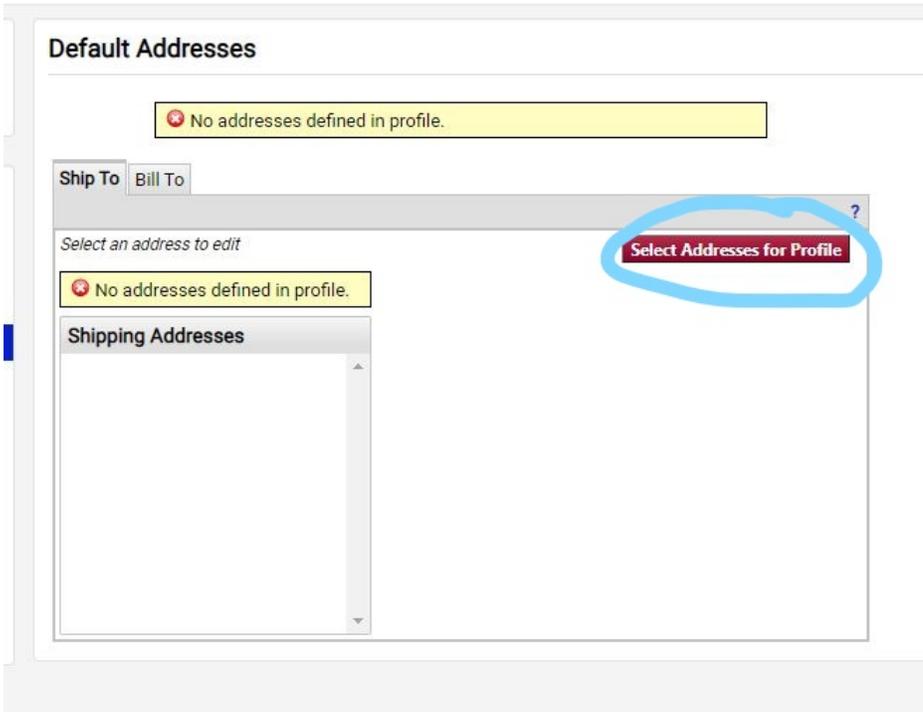
(2) On the left, click on "View My Profile".



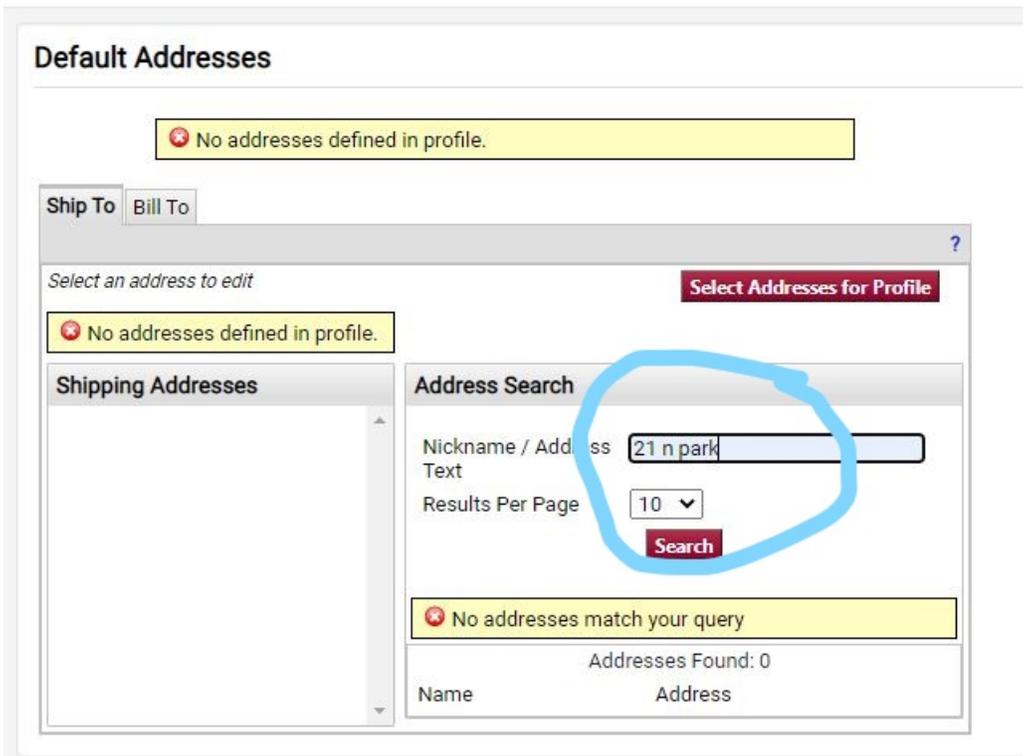
(3) Select "Default User Settings", then "Default Addresses".=



(4) Click on "Select Addresses for Profile".



(5) Under "Address Search", in "Nickname/Address Text", type in "21 n park", then click on "Search".



(6) If your work address has been changed to 21 N. Park, then this should pop up as a selection. Click on the round circle by the correct entry.

The screenshot shows the 'Default Addresses' page. At the top, a yellow message box says 'No addresses defined in profile.' Below this are tabs for 'Ship To' and 'Bill To'. A 'Select an address to edit' section contains another 'No addresses defined in profile.' message and a 'Select Addresses for Profile' button. The 'Shipping Addresses' list is empty. The 'Address Search' section has a search box containing '21 n park', a 'Results Per Page' dropdown set to '10', and a 'Search' button. Below the search, it says 'Addresses Found: 2' and 'Page 1 of 1'. A table lists the results:

Name	Address
<input type="radio"/> 21 N PARK ST	Attn: ANN E LARSON Suite/Rm: 21 N PARK ST ZN 1 MADISON, WI 53715-1218

(7) For "Suite/Room", type in "6101", which is the lobby where Molly Lenz sits. Click on "Save". When you place orders, check that the address is correct.

The screenshot shows the 'Default Addresses' page with the 'Edit Selected Address' form open. A yellow message box at the top says 'No addresses defined in profile.' Below are tabs for 'Ship To' and 'Bill To'. A 'Select an address to edit' section contains another 'No addresses defined in profile.' message and buttons for 'Select Addresses for Profile' and 'Delete Address'. The 'Shipping Addresses' list is empty. The 'Edit Selected Address' form has the following fields:

Nickname	21 N PARK ST
Default	<input checked="" type="checkbox"/>
Current Default Address	---
ADDRESS	
Attn: *	ANN E LARSON
Suite/Rm:	Room 7259
Address Line 1	21 N PARK ST
Address Line 5	ZN 1
City	MADISON
State	WI
Zip Code	53715-1218
Country	United States

At the bottom of the form is a 'Save' button. Blue arrows point to the 'Room 7259' field and the 'Save' button.

(8) If you need to delete your previous address for Shop@UW, click on that shipping address, then select “Delete Address”.

Default Addresses

Ship To Bill To

Select an address to edit

Select Addresses for Profile Delete Address

Shipping Addresses

21 N PARK ST

Edit Selected Address

Nickname

Default

Current Default Address 21 N PARK ST

ADDRESS

Attn: *

Suite/Rm:

Address Line 1

Address Line 5

City

State

Zip Code

Country

Save

