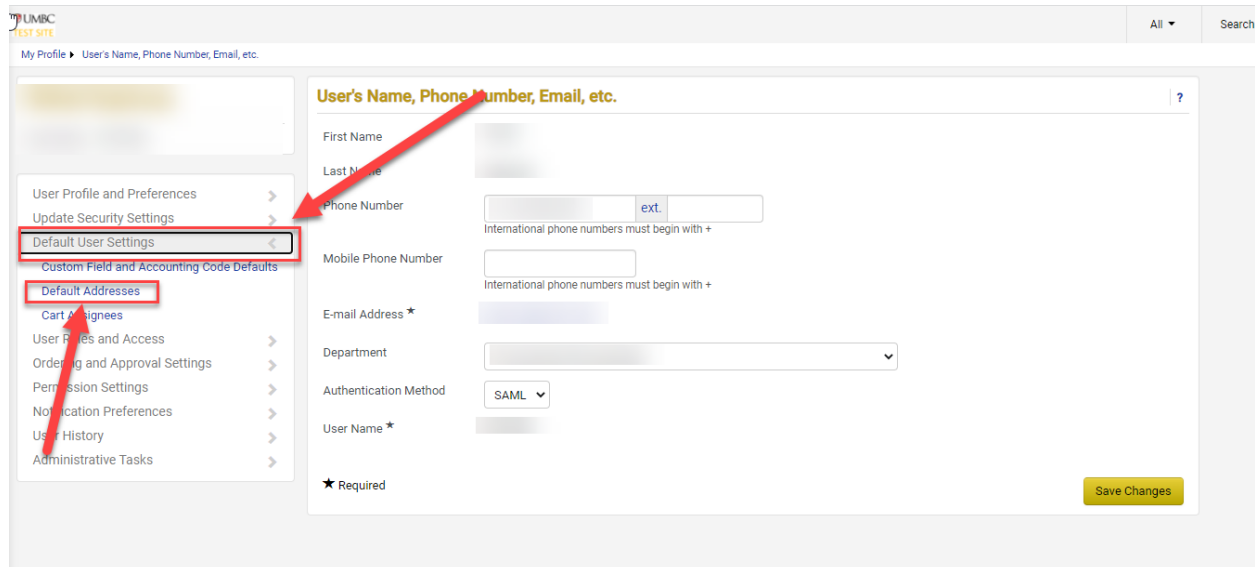
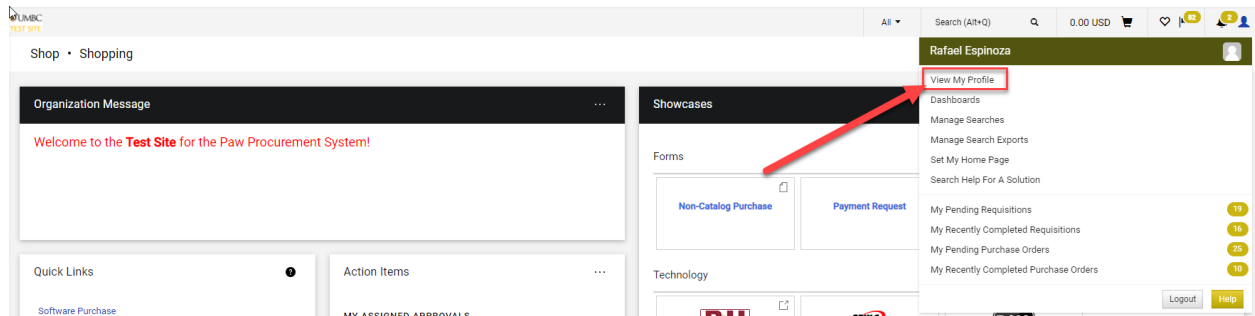
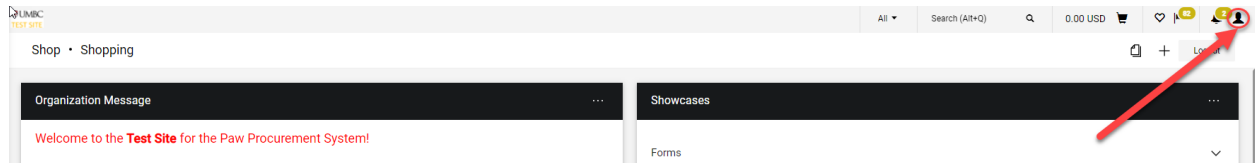
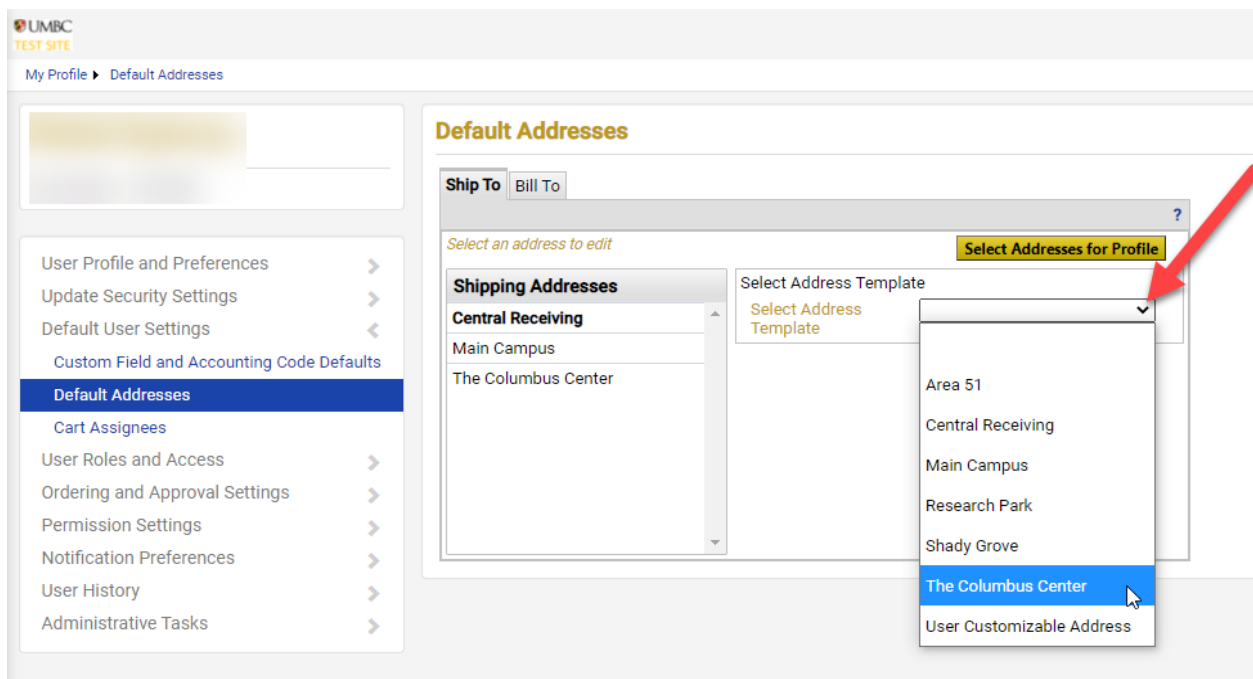
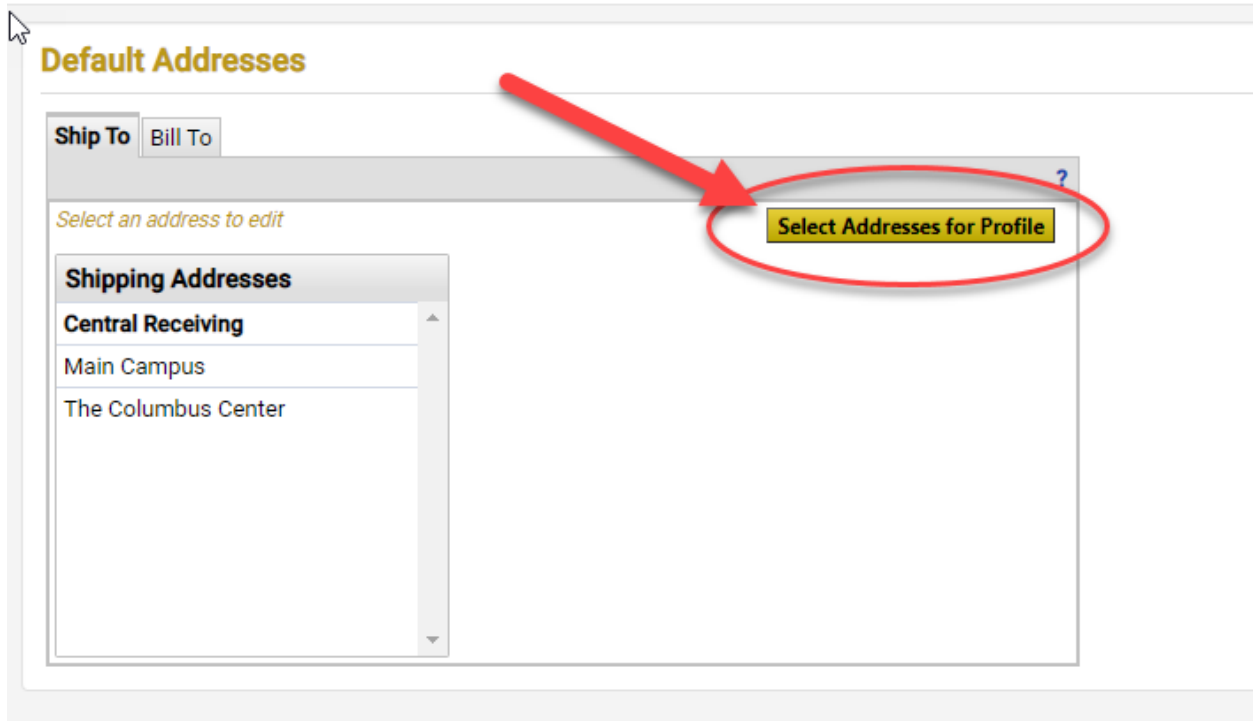


Ship To Locations

Click on your name on the top right of your screen and go to **View My Profile** -> **Default User Settings** -> **Default Addresses**.



Then, click the **Select Addresses for Profile** button under the **Ship To** tab (UMBC is already your default Bill To address and is unable to be changed) and select an address template from the dropdown that appears below.



You can edit your selected address by changing the nickname, selecting it as your default, and adding your building/room. Once you have finished, hit **Save**.

You can add multiple addresses to your profile, but only one can be set as your default.

The screenshot shows a web interface titled "Default Addresses". At the top, there are two tabs: "Ship To" (selected) and "Bill To". Below the tabs, there are two buttons: "Select Addresses for Profile" and "Delete Address". The main content area is divided into two columns. The left column, titled "Shipping Addresses", contains a list of addresses: "Central Receiving", "Main Campus", and "The Columbus Center". The right column, titled "Edit Selected Address", contains a form for editing the selected address. The form includes fields for "Nickname" (The Columbus Center), "Default" (checkbox), "Current Default Address" (Central Receiving), and "ADDRESS". The "ADDRESS" section includes "Contact: *" (highlighted in yellow), "Bldg / Room Delivery" (highlighted in yellow), "Address Line 1" (The Columbus Center), "Address Line 2" (701 E Pratt St), "City" (Baltimore), "State" (MD), "Zip Code" (21250), and "Country" (United States). A red box highlights the "Save" button at the bottom of the form.