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**.

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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.

| hip To Bill To | _ | | 7 |
|--------------------------|---|---|------------------------------|
| elect an address to edit | | C | Select Addresses for Profile |
| Shipping Addresses | | | |
| Central Receiving | - | | |
| Main Campus | | | |
| The Columbus Center | | | |
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| | | Default Addresses | | | |
|------------------------------------|----------|---------------------------|---|---------------------|-----------------------------------|
| | | Ship To Bill To | | | |
| Iser Profile and Preferences | | Select an address to edit | | | ? Select Addresses for Profile |
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| User Roles and Access | > | | | | Main Campus |
| Ordering and Approval Settings | > | | | | Research Park |
| Permission Settings | > | | - | | Shadu Gaura |
| Notification Preferences | > | | * | | Shady Grove |
| User History | > | | | | The Columbus Center |
| Administrative Tasks | 5 | | | | User Customizable Address |

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.

| elect an address to edit | | Select | Addresses for Profile De | elete Address |
|--------------------------|---|----------------------------|--------------------------|---------------|
| Shipping Addresses | | Edit Selected Addres | SS | ? |
| Central Receiving | | Nickname | The Columbus Center | |
| Main Campus | | Default | | |
| The Columbus Center | | Current Default Address | Central Receiving | |
| | | ADDRESS | | |
| | | Contact: * | | |
| | | Bldg / Room Delivery | | |
| | | Address Line 1 | The Columbus Center | - |
| | | Address Line 2 | 701 E Pratt St | |
| | - | City | Baltimore | |
| | | State | MD | |
| | | Zip Code | 21250 | |