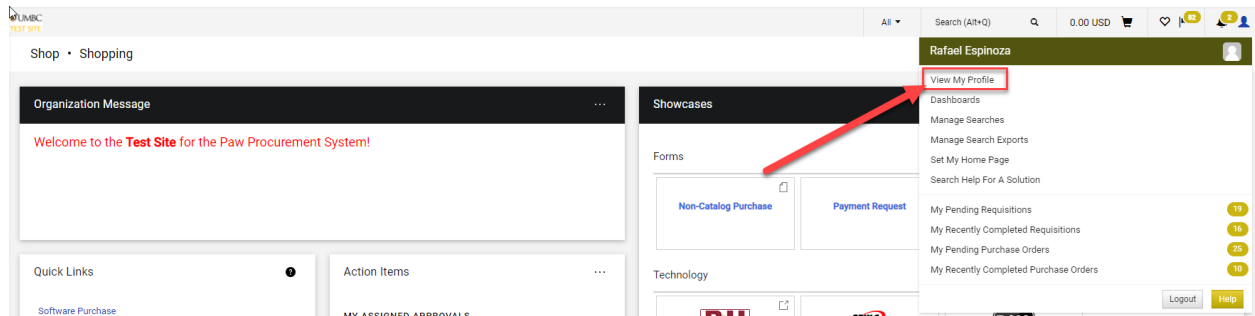# Ship To Locations
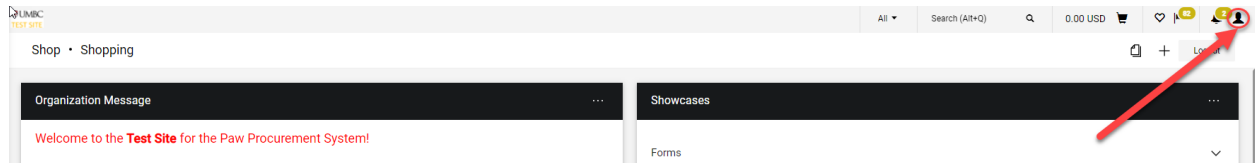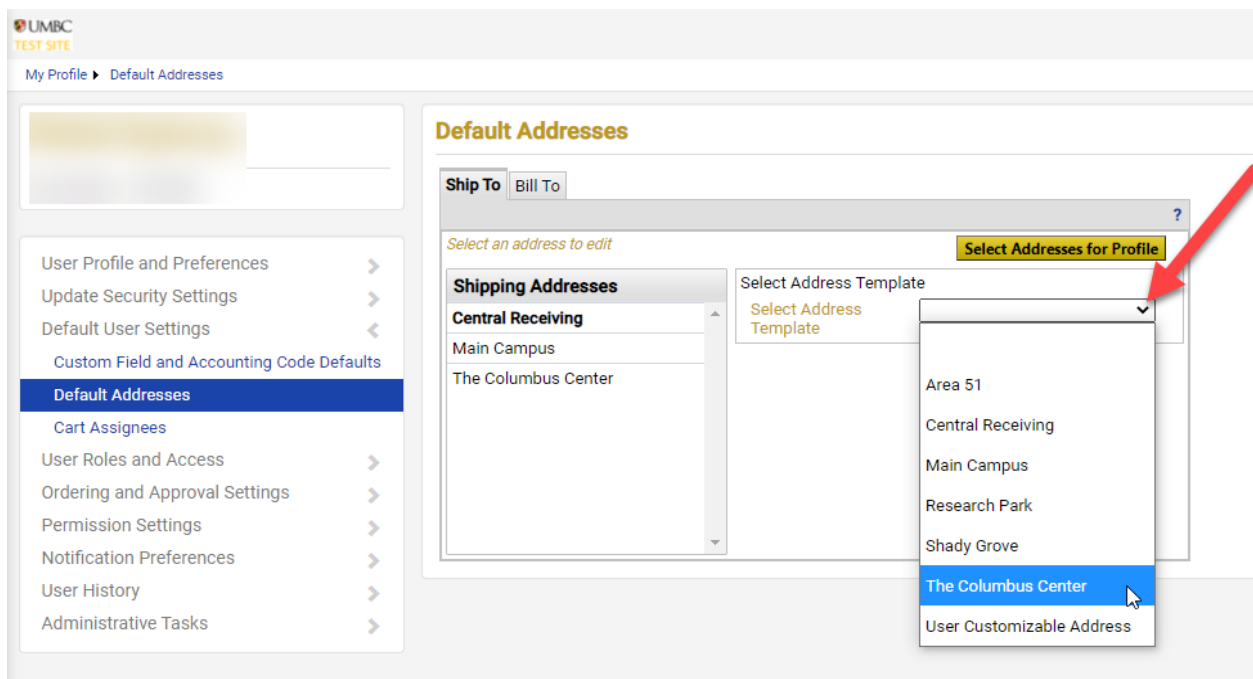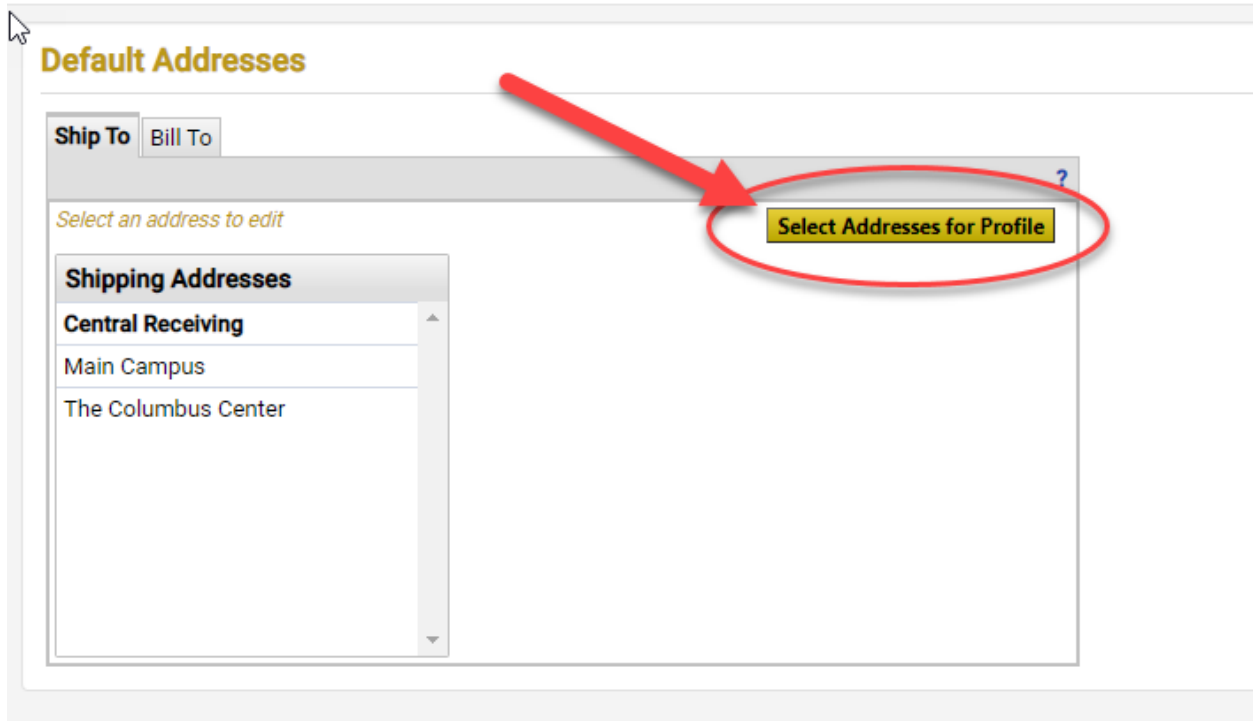
Click on your name on the top right of your screen and go to **View My Profile -> Default User Settings -> Default Addresses**.
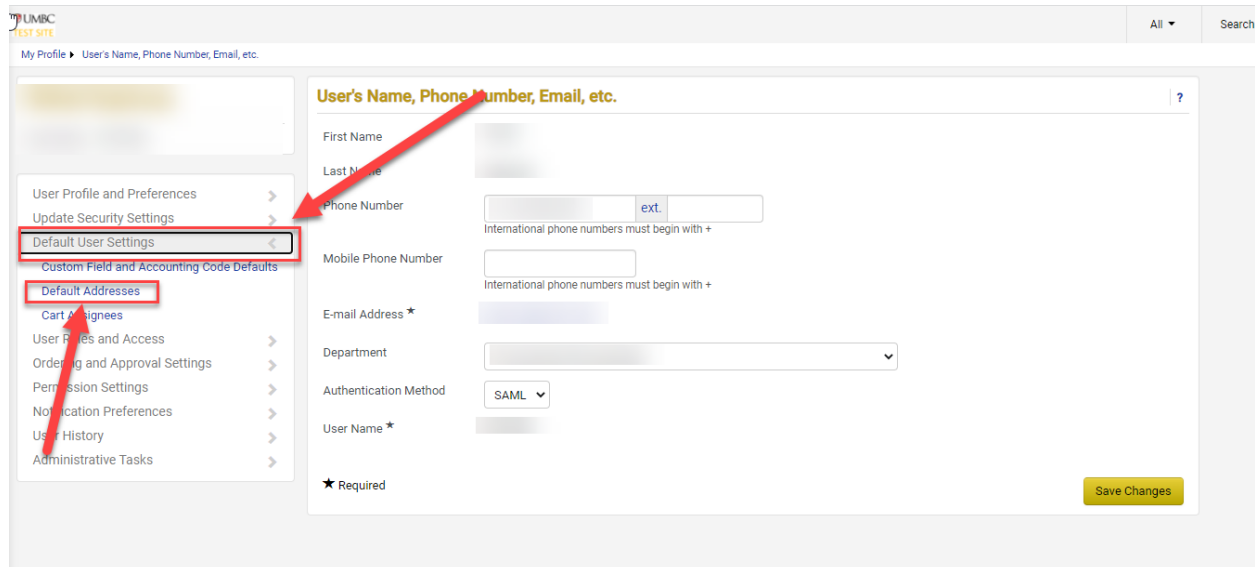
Then, click the **Select Addresses for Profile** button under the **Ship To** tab (UMBC is already your default Bill To address and is unable to be changed) and select an address template from the dropdown that appears below.

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.