
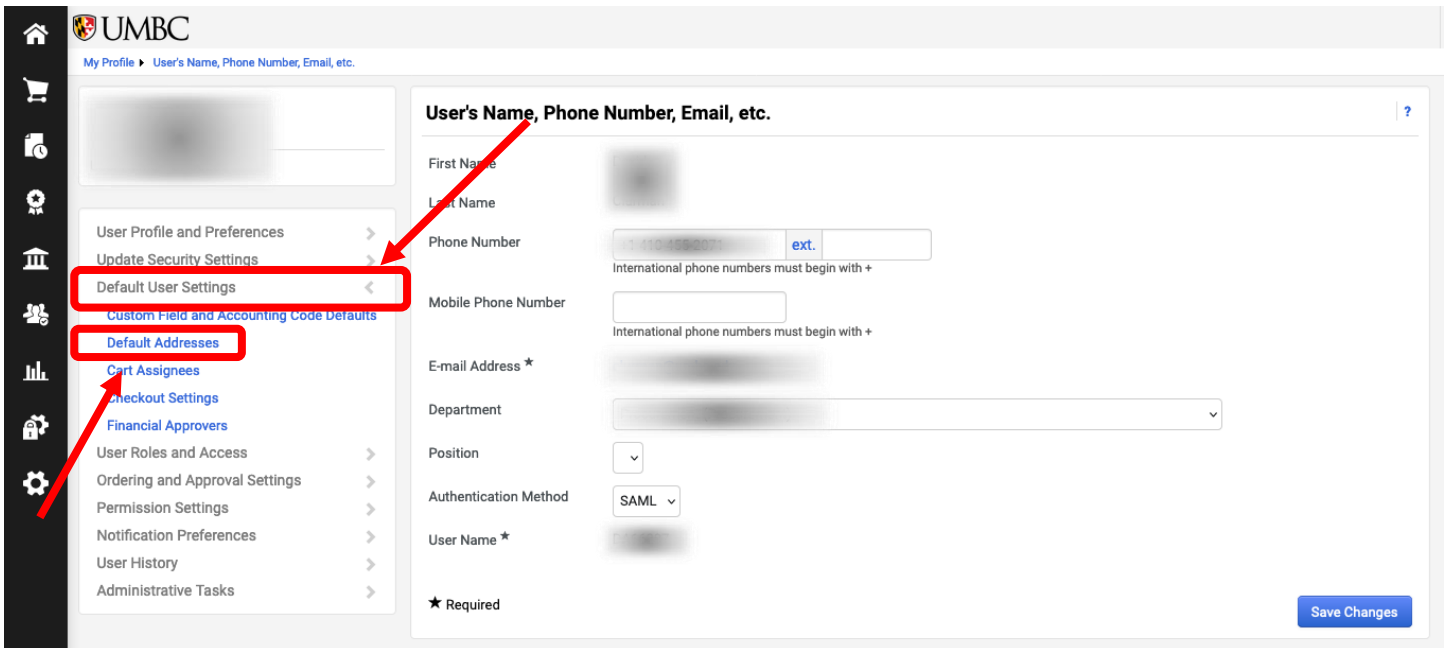
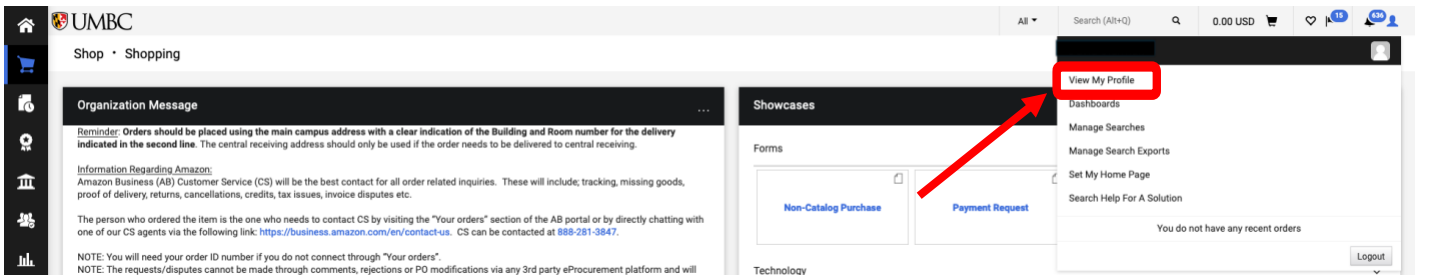
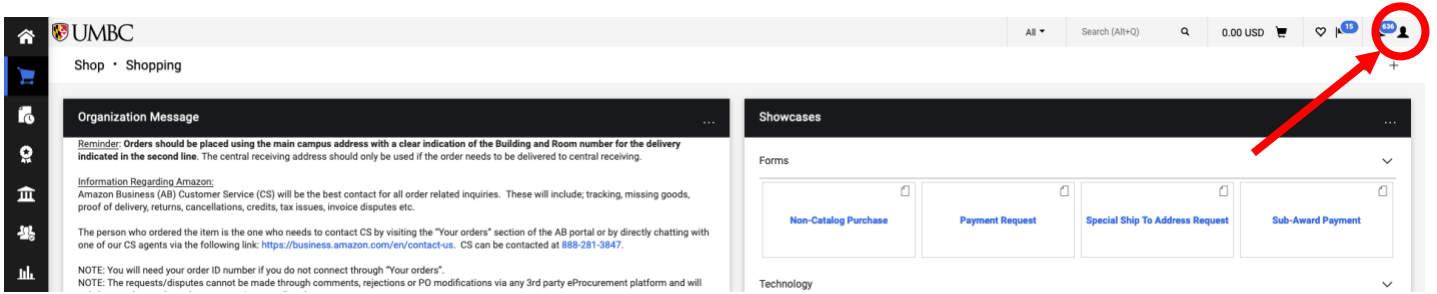



Adding or Updating Your Shipping Address in Paw

Click on the  symbol at 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 Address and select an address template from the dropdown that appears below.

Default Addresses

 No addresses defined in profile.

Ship To Bill To

Select an address to edit


 No addresses defined in profile.

Shipping Addresses

Select Addresses For Profile




Default Addresses

 No addresses defined in profile.

Ship To Bill To

Select an address to edit

Select Addresses For Profile

 No addresses defined in profile.

Shipping Addresses

Select Address Template

Select
Address
Template



Default Addresses

No addresses defined in profile.

Ship To Bill To

Select an address to edit [Select Addresses For Profile](#)

No addresses defined in profile.

Shipping Addresses

Select Address Template

Select Address Template

- ✓ Central Receiving
- Dr. Carlos Romero-Talamas- UMCP Temporary
- Goddard Space Flight Center
- Laboratory Delivery Service
- Main Campus**
- Oregon Satellite - Temporary
- Project Neutral Grounds - Temporary
- Research Park (Research Park Dr)
- Research Park (Rolling Rd)
- Rita Rossi Colwell Center
- Shady Grove

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**.

Default Addresses

No addresses defined in profile.

Ship To Bill To

Select an address to edit [Select Addresses For Profile](#) [Delete Address](#)

No addresses defined in profile.

Shipping Addresses

Edit Selected Address

Nickname

Default

Current Default Address ---

ADDRESS

Contact: *

Bldg/Rm: *

Address Line 1 Univ of MD Baltimore Cnty

Address Line 2 1000 Hilltop Circle

City Baltimore

State MD

Zip Code 21250

Country United States

[Save](#)

You can add multiple addresses to your profile, but only one can be set as your default. NOTE: Use full building names – don't abbreviate (i.e., use Public Policy instead of PUP).

Below is an example of how a correct mailing address should look (whether ordering through PAW or not):

David Clurman
Administration 730
UMBC
1000 Hilltop Circle
Baltimore, MD 21250