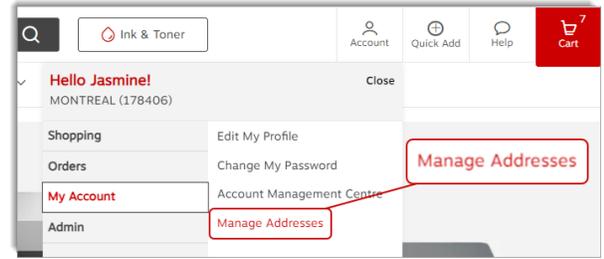




## Reach the Manage Addresses Feature

- From the **Account** menu, hover the **My Account** tab and click on **Manage Addresses**.
- Select the **Billing Addresses** tab.

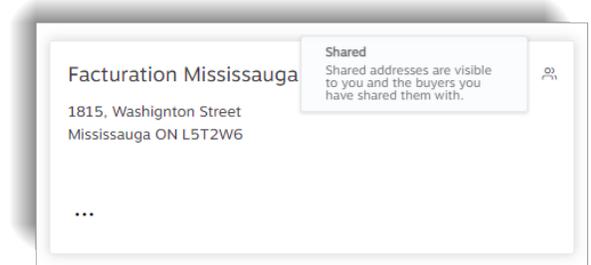


## Billing Address Types

There are two types of addresses you may see among your available choices.

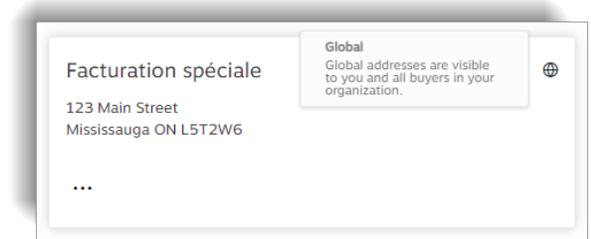
### Shared address

- The shared address is visible by the user who created it and for the buyers with whom it was shared.
- This type of address can only be created by administrators in your organization with a higher level access.



### Global address

- The global address is visible by the user who created it and for the buyers in their entire organization.
- This type of address can only be created by administrators in your organization with a higher level access.

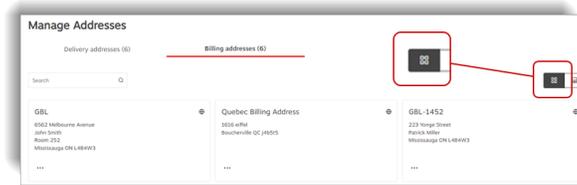




## Select a view for the addresses

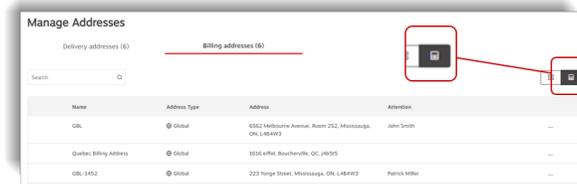
From the right upper corner, select how to view the addresses.

- **Card** – display of addresses in address card format.



- **List** – select this view to redistribute addresses in a list. The list contains the following information:

- Name
- Type
- Address type
- Attention
- Ellipsis menu (...) with options





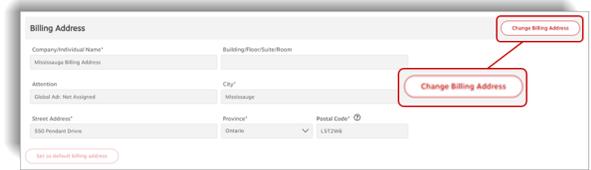
## Edit a Billing Address During Checkout

While checking out, at the **Delivery Details** step, you can click the **Edit billing address** button.

- You can view and select global billing addresses or billing addresses that were shared with you by the administrators of your organization.

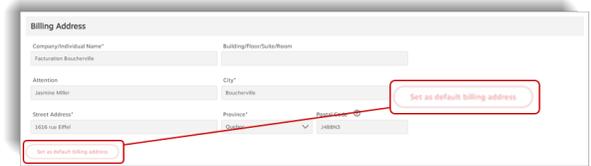
The **Edit billing address** button is visible

- The selected delivery address is assigned to several billing addresses.
- You have access to select an address from the available choices.



An address is already displayed and the **Edit Billing Address** button is not displayed

- The selected delivery address is assigned to a single default billing address.



The **Set as default billing address** button is greyed out

- The selected delivery address is assigned to only one billing address.

How to have the **Set as default billing address** button display

- More than one billing address must be assigned to a delivery address to have this button display.
  - Click the **Edit Billing Address** button.
  - Select a different billing address than the one already set as default.
  - Click on **Continue**.
  - Click on the **Set as default billing address** button to make the newly selected billing address the default billing address for the delivery address.

