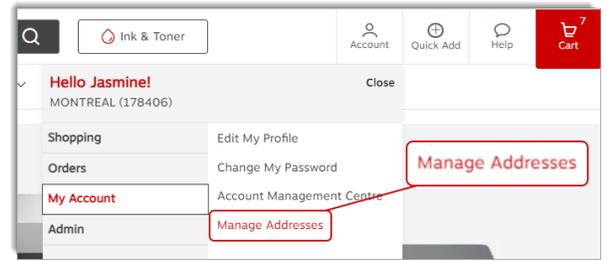




## Reach the Manage Addresses Feature

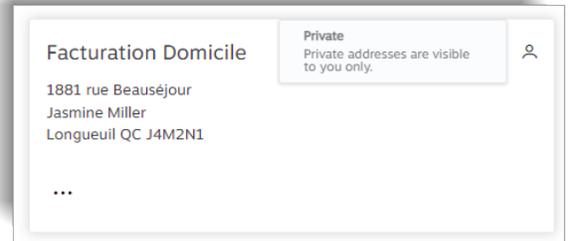
- From the **Account** menu, hover the **My Account** tab and click on **Manage Addresses**.
- Select the **Billing Addresses** tab.



## Billing Address Types

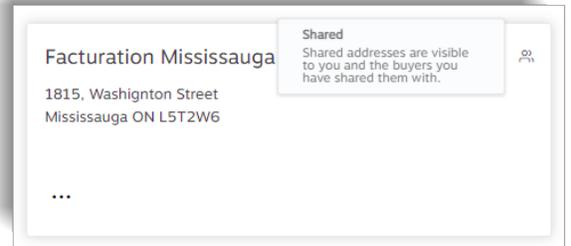
### Private address

- A private address is only visible by you.



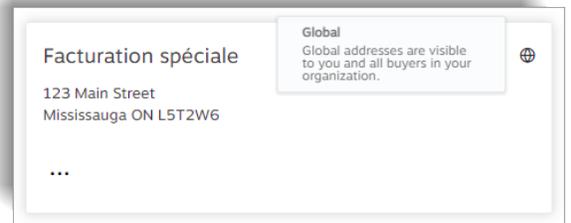
### Shared address

- 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.





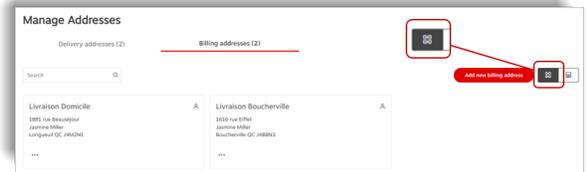
## Add a new private billing address

These addresses are only visible by you.

- Click the **Add new billing address** button.
- Enter the required information in the fields.
  - Fields marked with an asterisk are required.
- Click on **Save**.
- After successfully adding an address you can perform the next actions:
  - **Modify** or **Delete** your private billing addresses.

## Select a view for the addresses

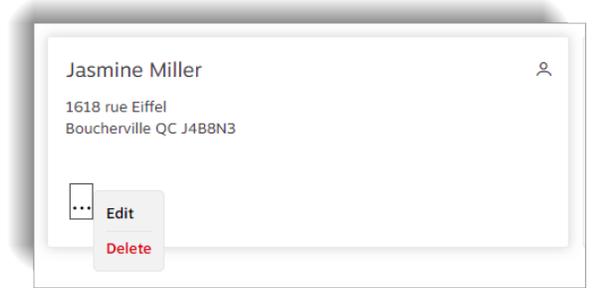
- From the right upper corner, select how to view the addresses.
  - **Card** – display of addresses in address card format.
  - **List** – select this view to redistribute addresses in a list. The list contains the following information:
    - Name
    - Type
    - Address type
    - Attention
    - Ellipsis menu (...) with options
      - Edit
      - Set default billing address
      - Delete





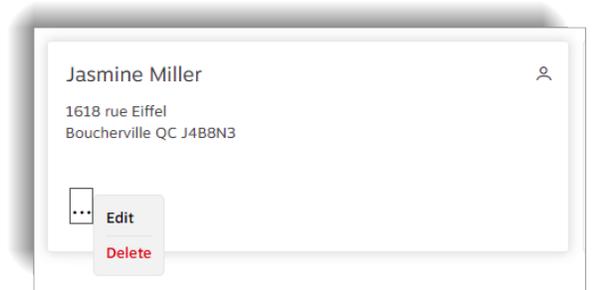
## Edit a Private Billing Address

- Select an address with the private icon .
- Click the ellipsis menu (...) and select **Edit**.
- Make the required changes to the address.
- Click on **Save**.



## Delete a Private Billing Address

- Select an address with the private icon .
- Click the ellipsis menu (...) and select **Delete**.
- Confirm by clicking on **Delete**.



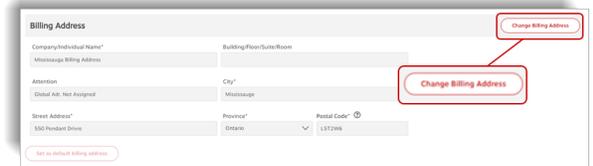


## Edit a Billing Address During Checkout

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

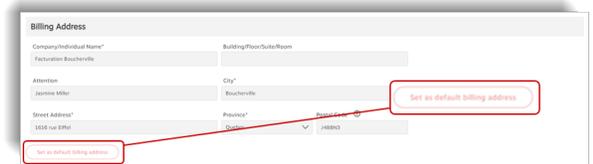
The **Edit billing address** button is visible

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



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.

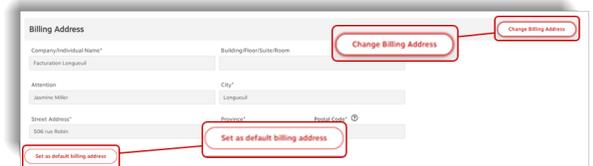


The **Set as default billing address** button is greyed out

- 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.



Add a new Billing Address

- If the selected delivery address is **NOT** assigned to a billing address, you can define one by clicking on the **Change Billing Address** button and in the window that opens, click the **Add new billing address** button.

