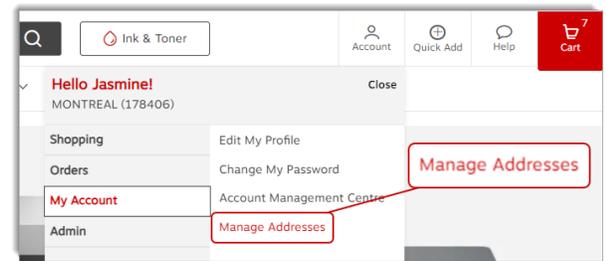




Reach the Manage Addresses Feature

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



Select a cost center during checkout

Upon checkout, the **Cost Center** field is displayed in the **Order Information** section.

- Select a cost center for the order or perform a search in the **Search** field.
 - If only one cost center, global or shared is defined for the selected account, the cost center will automatically be displayed in the field and the drop-down list will be inactive.
 - If more than one cost center is defined for the selected account, the drop-down list will display "**Please Select**" and the available cost centers will be displayed in the list.
 - If a specific delivery address has been selected and it is assigned to one or more cost centers, the drop-down list will only display the cost centers assigned to the delivery address.
- The drop-down list can display the cost center value or the cost center alias.
 - If an alias is defined, the list will show the alias, however, the Cost center value will be passed with the order and not the alias.

