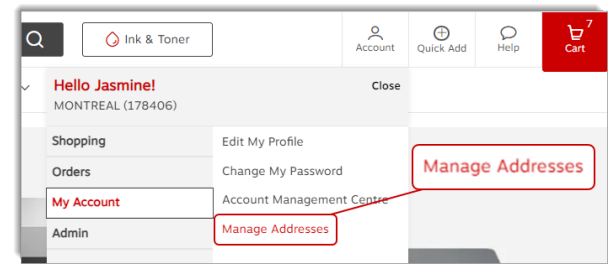## Reach the Manage Addresses Feature

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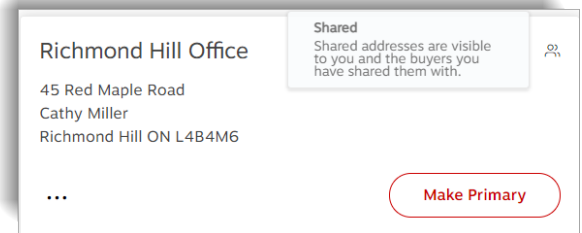- Select the **Delivery Addresses** tab.

Delivery Address Types

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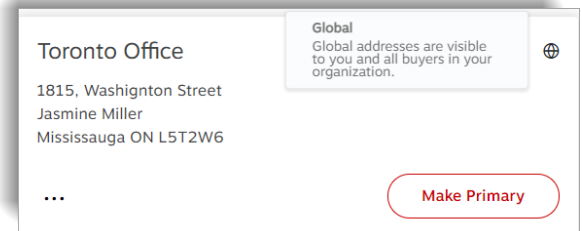
Shared address

- 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.
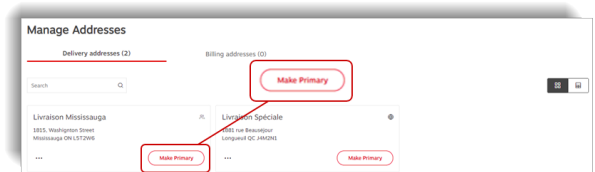
Global address

- 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.

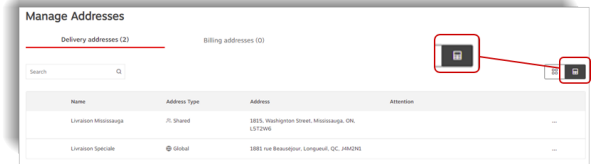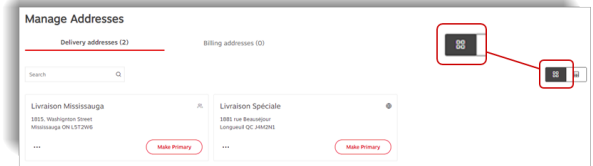## Make a Delivery Address Primary

- Click on the **Delivery Addresses** tab.
- Click on the **Make Primary** button of the address of your choice.
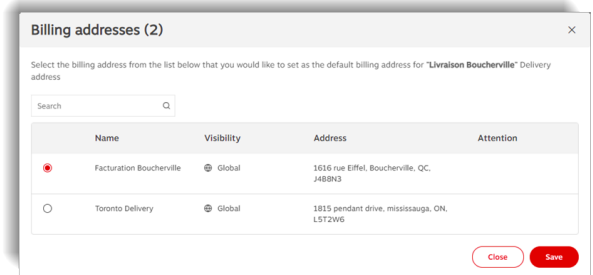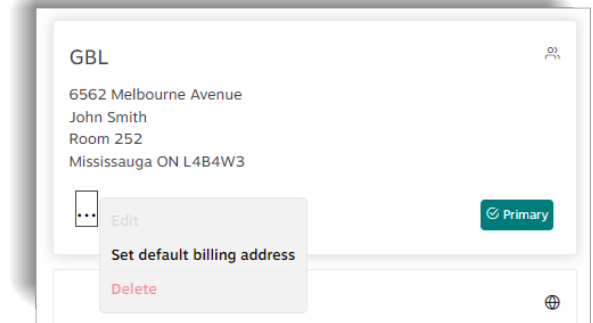 - This delivery address will automatically be selected during your next shopping sessions.

For questions, contact Customer Support at **easyservice@staples.com**

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
            - Set default billing address

Set Default Billing Address

- Select a delivery address.
- Click the ellipsis menu **(...)** and select **Set default billing address**.

- Among the available choices, select the billing address you wish to set as the default billing address for the delivery address.
- Click on **Save**.

Checkout
Edit a Delivery Address During Checkout

While checking out, at the **Delivery Details** step, you may be able to click the **Change Delivery Address** button.

- if applicable, you can select an address shared with you or a global address.