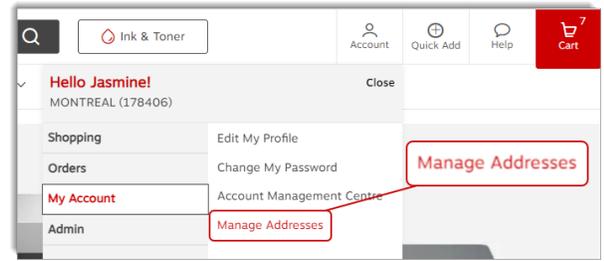




## Access the Manage Addresses Feature

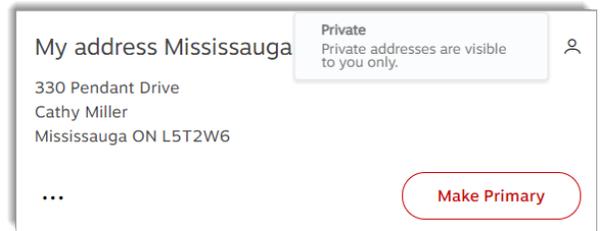
- From the **Account** menu, hover the **My Account** tab and select **Manage Addresses**.
- Select the **Delivery Addresses** tab.



## Delivery Address Types

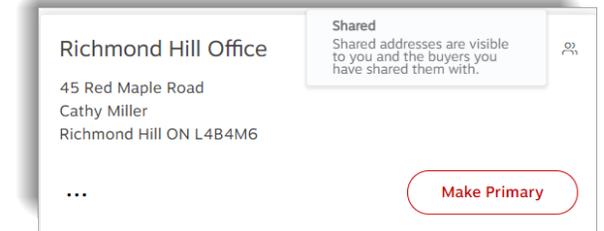
### Private address

- A private address is only visible by you.



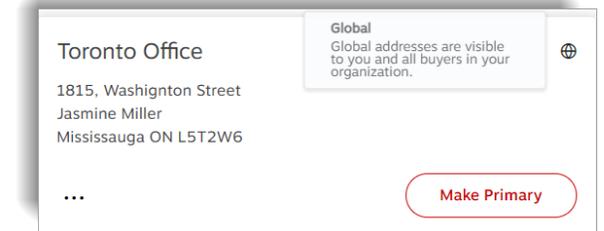
### Shared address

- 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

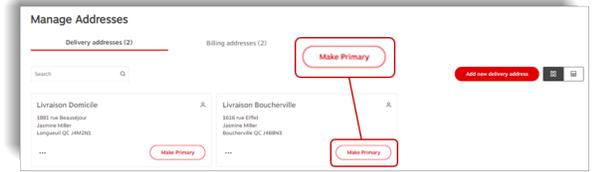
- The global address is visible by the user who created it and for the buyers in their entire organization.
- This type of address can only be created by administrators in your organization with a higher level access.





## Make a Delivery Address Primary

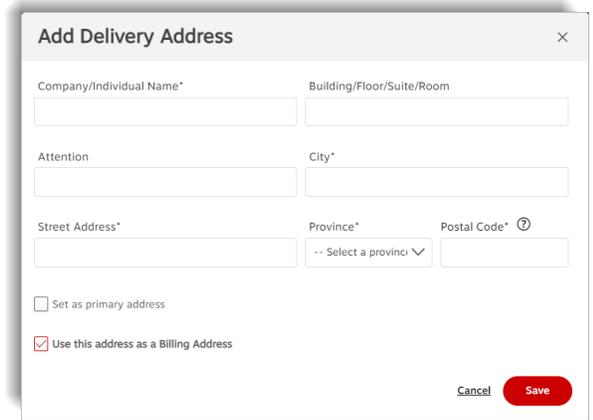
- Click on the **Delivery Addresses** tab.
- Click on the **Make Primary** button of the address of your choice.
  - This delivery address will automatically be selected during your next shopping sessions.



## Add a New Private Delivery Address

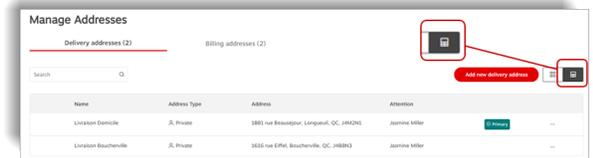
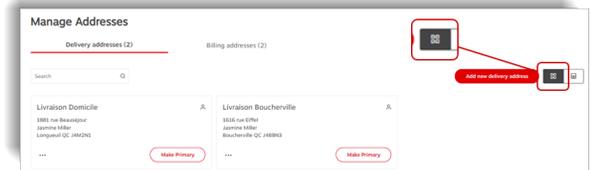
These addresses are only visible by you.

- Click the **Add new delivery address** button.
- Enter the required information in the fields.
  - Fields marked with an asterisk are required.
  - Check the **Set as primary address** check box to make this address the default address.
  - Check the **Use this address as a billing address** check box, to automatically create an identical address in the **Billing Addresses** tab.
- Click on **Save**.
- After successfully adding an address you can perform the next actions:
  - **Modify** or **Delete** your private delivery addresses.
  - Make a private delivery address primary by clicking the **Make primary** button.
  - **Set a default billing address** for a delivery address.



## Select a view for the addresses

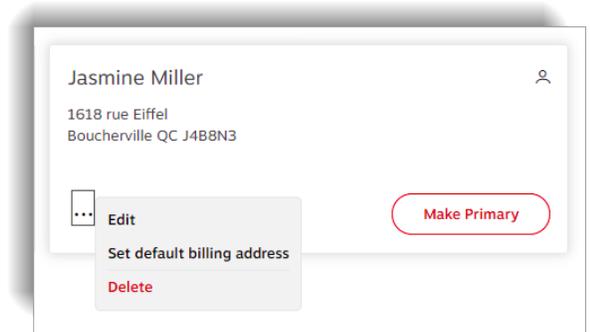
- From the right upper corner, select how to view the addresses.
  - **Card** – display of addresses in address card format
  - **List** – select this view to redistribute addresses in a list. The list contains the following information:
    - Name
    - Type
    - Address type
    - Attention
    -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





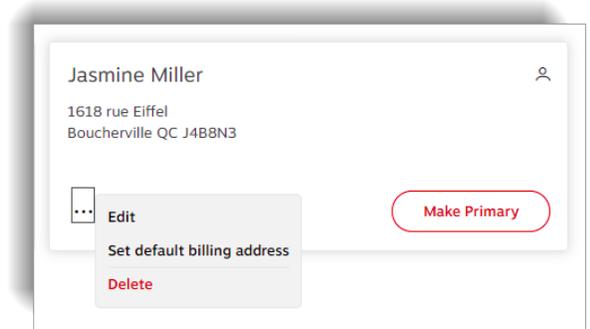
## Edit a Private Delivery Address

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



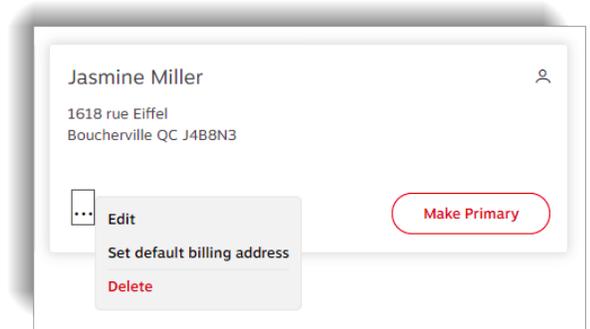
## Delete a Private Delivery Address

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

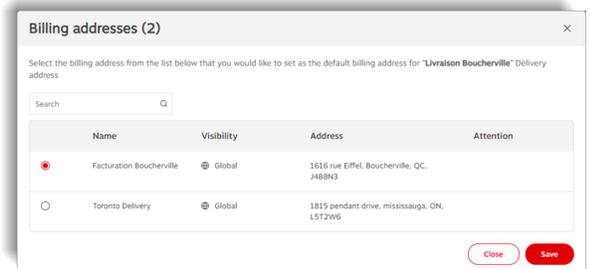


## Set Default Billing Address

- 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**.





## 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.

- You can select a private address, an address shared with you or a global address, as well as add a new private delivery address.

