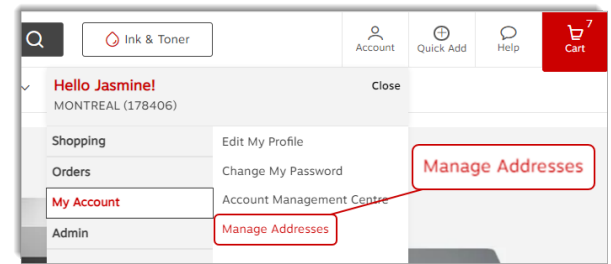## Reach the Manage Addresses Feature

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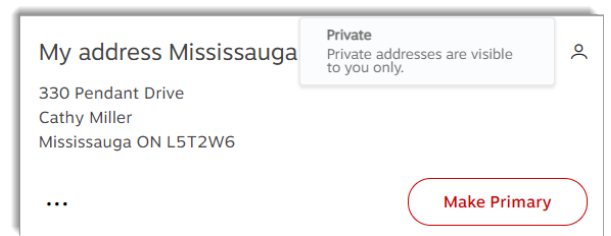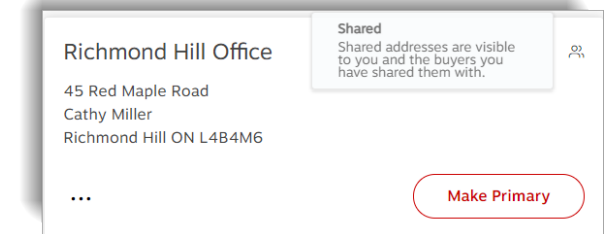- Select the **Delivery Addresses** tab.

Delivery Address Types

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 be created by you or 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.
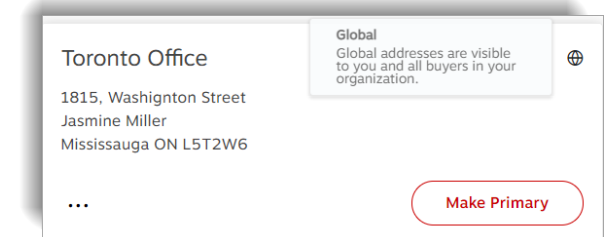
Make a Delivery Address Primary

- 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.
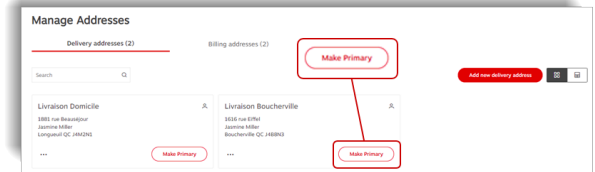
Add a New Private Delivery Address

These addresses are only visible by you.

- Click the **Add new delivery address** button.
- From the **Address Type** section, click the **Private** radio 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 a delivery 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.

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

Add a New Shared Delivery Address

- These addresses are visible by you and the buyers you share it with.
- Click the **Add new delivery address** button.
- From the **Address Type** section, click the **Shared** radio button.
- Enter the required information in the fields.
    - Fields marked with an asterisk are required.
    - Fields that contain a padlock allow you to make the field editable or not by buyers who will use this address during checkout.
        - Hover your cursor over the padlock to see the tooltip message.
        - By default, the fields are locked.
        - Unlock the padlocks of all the fields that you want to make editable by buyers with whom you will share the address. Otherwise, keep the fields locked.
    - 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.

Select buyers

- Click on **Select buyers**.
- Search for buyers in the search box or browse the list manually.
    - Check the box for buyers to share the address with.
    - Click the **Select (?)** Button when finished.
- Click the **Edit Selection** button if you wish to add or remove buyers.
- Click on **Save**.
- You can edit or delete your shared addresses and set one delivery address as the primary one.
    - Buyers you share your delivery addresses with won't be able to edit or delete them. They can only set a delivery address as the primary one.

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
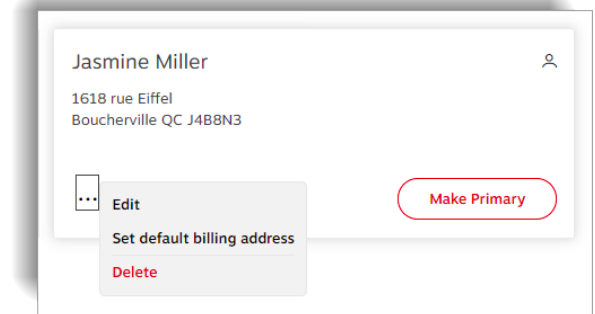   - Edit
            - Set default billing address
            - Delete
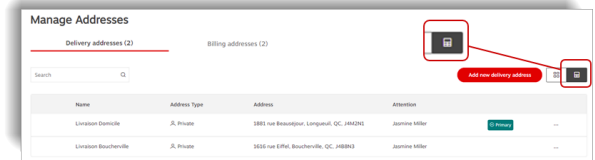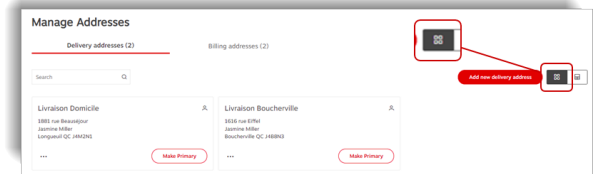
Edit a Private Delivery Address or a Delivery Address Shared by you

- Select an address.
- Click the ellipsis menu (**...**) and select **Edit**.
- Make the required changes to the address.
- Click on **Save**.
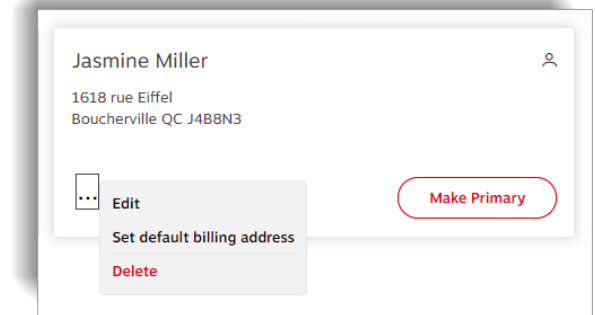
Delete a Private Delivery Address or a Delivery Address Shared by you
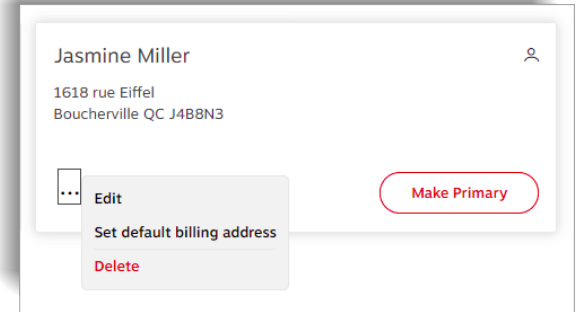
- Select an address.
- Click the ellipsis menu (**...**) and select **Delete**.
- Confirm by clicking on **Delete**.

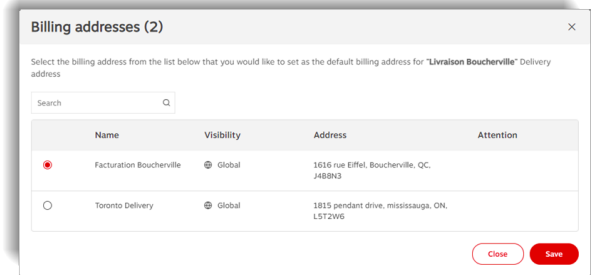For questions, contact Customer Support at **easyservice@staples.com**

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 or shared delivery address.