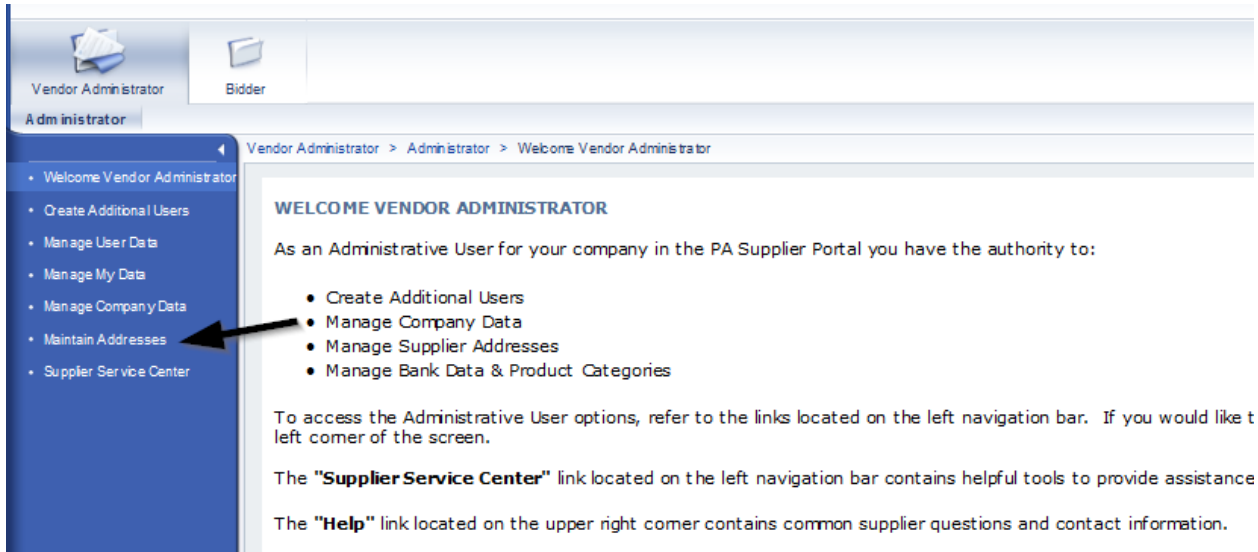


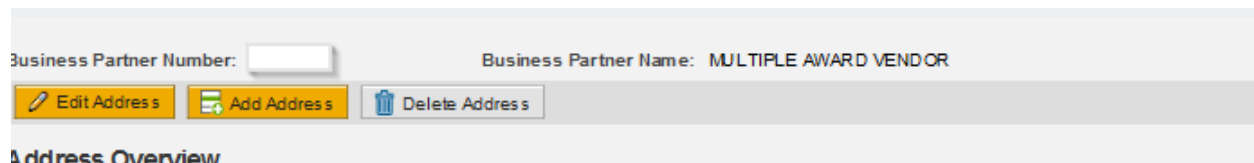
## MAINTAIN ADDRESSES

### EDIT an address:

1. Select Maintain Addresses.



2. To edit an address already listed, highlight the address and select **EDIT ADDRESS**. The fields will unlock to edit the information.



3. Input the NEW address and select SAVE ADDRESS.



4. Scroll down to edit the Company phone, fax and email addresses on file if needed.

### Contact Data

#### Telephone Numbers

Add Row
Delete Row

*Telephone	Extension	*Country	Description	Standard
<input type="text"/>		US	USA	<input type="radio"/>
<input type="text"/>		US	USA	<input type="radio"/>
<input type="text"/>		US	USA	<input type="radio"/>
<input type="text"/>		US	USA	<input type="radio"/>
<input type="text"/>		US	USA	<input type="radio"/>

#### Email Addresses

Add Row
Delete Row

*E-Mail Address	Standard
<input type="text"/>	<input type="radio"/>
<input type="text"/>	<input type="radio"/>
<input type="text"/>	<input type="radio"/>
<input type="text"/>	<input type="radio"/>
<input type="text"/>	<input type="radio"/>

#### Fax Numbers

Add Row
Delete Row

Fax	Extension	Country	Description	Standard
<input type="text"/>		US	USA	<input type="radio"/>

5. A pop-up window for validation of the address will appear. Select from the following: entered address, USPS validated address (PREFERRED method), or change entered address.

### Address Validation


**Please review Address validation results**

Address	Original Address	USPS Validated Address
Street/PO Box	555 WALNUT ST	555 WALNUT ST
City	HARRISBURG	HARRISBURG
State	PA	PA
Zip5	17101	17101
Zip4		1925

The address you entered was located, but additional information is needed (such as an apartment, suite, or box number). Please review the results and choose the proper button below.

Use Entered Address
**Use USPS Validated Address**
Change Entered Address

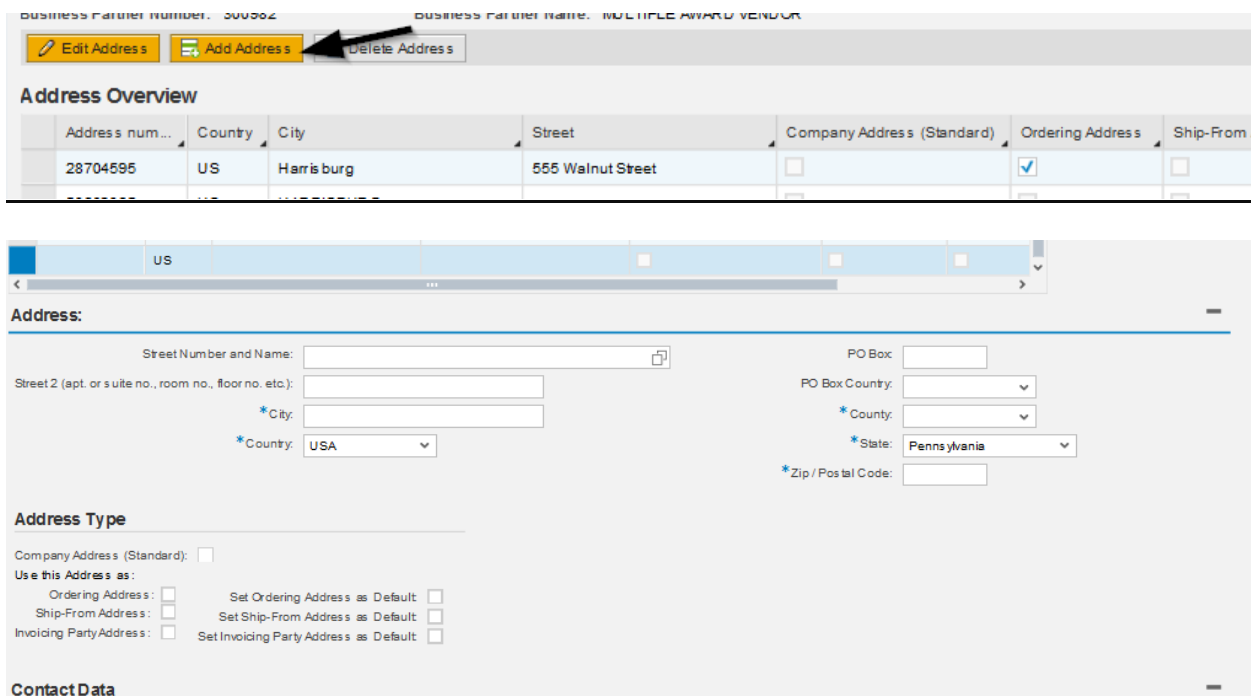
- Once selected, allow the system time to update the information that has been entered. A confirmation will display at the top stating “ADDRESS SAVED”.

 Address Saved!

### ADD an address/Remittance Address:

**Note: this address is where payments will be directed to!**

- Click on Add Address. Notice that all the fields are blank, and can now be edited. Please make sure to fill in ALL fields with the \*. **Please note, that only a street address OR a PO Box can be added not both.**



- Scroll down to select an address type. If this is for a **remit-to address**, please make sure to select the box to the right of **Invoicing Party Address** and the box to the right of **Set Invoicing Party Address as Default**

**Address Type**

Company Address (Standard):


Use this Address as:

Ordering Address:  Set Ordering Address as Default

Ship-From Address:  Set Ship-From Address as Default

Invoicing Party Address:  Set Invoicing Party Address as Default

3. Select **SAVE** at the top – validate address via USPS pop up.

 Address Saved!

4. Scroll down if you wish to edit the Company phone, fax and email addresses on file.

**Contact Data**

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**Telephone Numbers**

*Telephone	Extension	*Country	Description	Standard
<input type="text"/>		US		<input checked="" type="radio"/>

**Email Addresses**

*E-Mail Address	Standard
<input type="text"/>	<input checked="" type="radio"/>

**Fax Numbers**

Fax	Extension	Country	Description	Standard
<input type="text"/>		US		<input checked="" type="radio"/>