Step-by-Step Guide
Adding a Default *Ship To* Address to your Profile

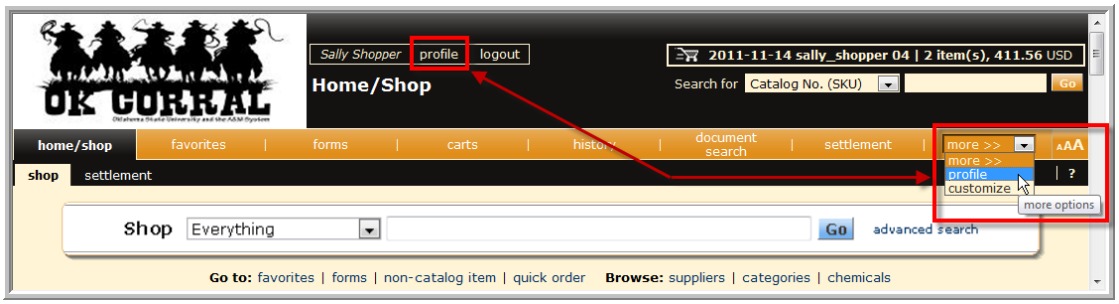
In This Guide

- ✓ Adding a Ship To address to your profile
- ✓ Assigning a default value

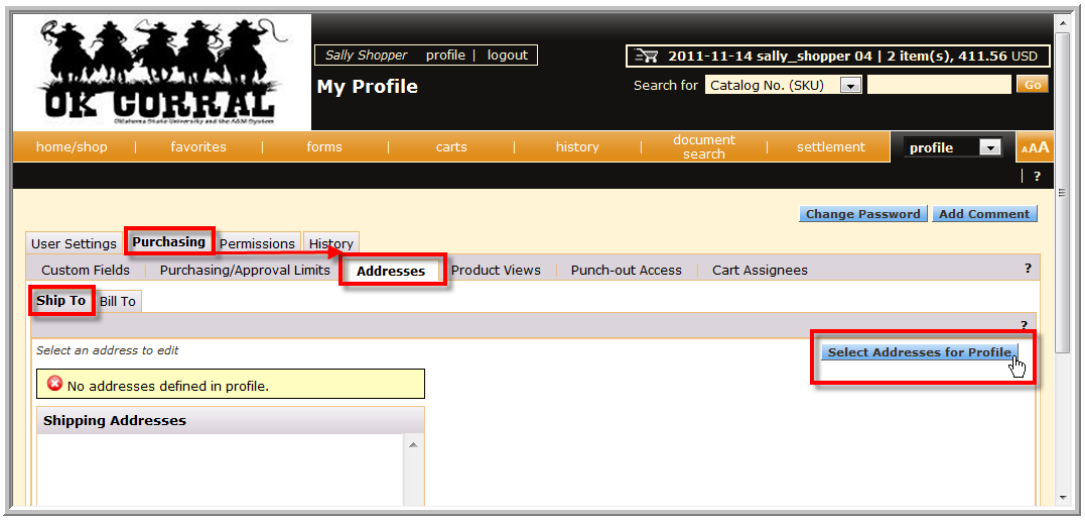
This guide demonstrates how to add a default **Ship To** address to your profile.

Procedure

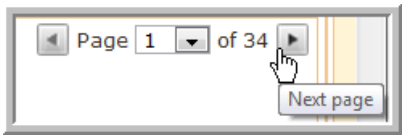
1. From the OK Corral homepage, access your profile by clicking the **profile** link (upper left corner of the page) or selecting **more** ⇨ **profile** on the navigation bar.



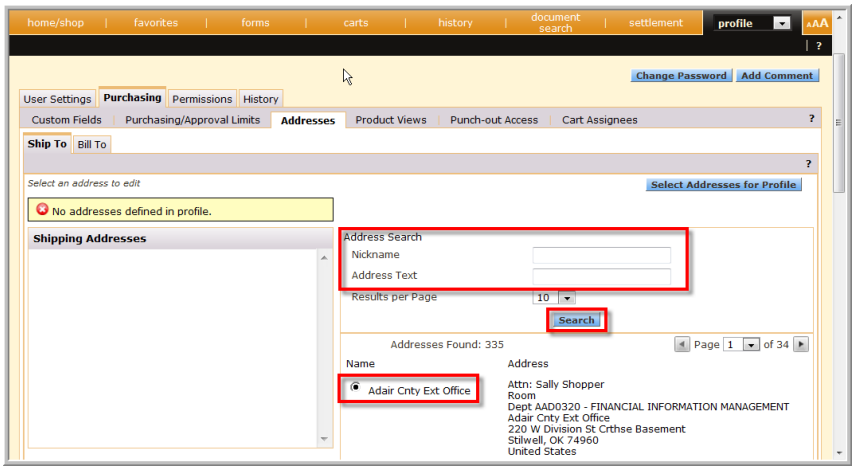
2. Click the **Purchasing** ⇨ **Addresses** tab.
3. Select the **Ship To** tab.
4. Click the **Select Addresses for Profile** button.



5. In the **Address Search** section you can enter all or part of the:
   - Address name in the **Nickname** field
   - Street address, City, State or Zip Code in the **Address Text** field
6. Click the **Search** button.
   - If needed, click on the **Next Page** button to review the search results.



7. Select the appropriate address by clicking the radio button in the **Name** column.

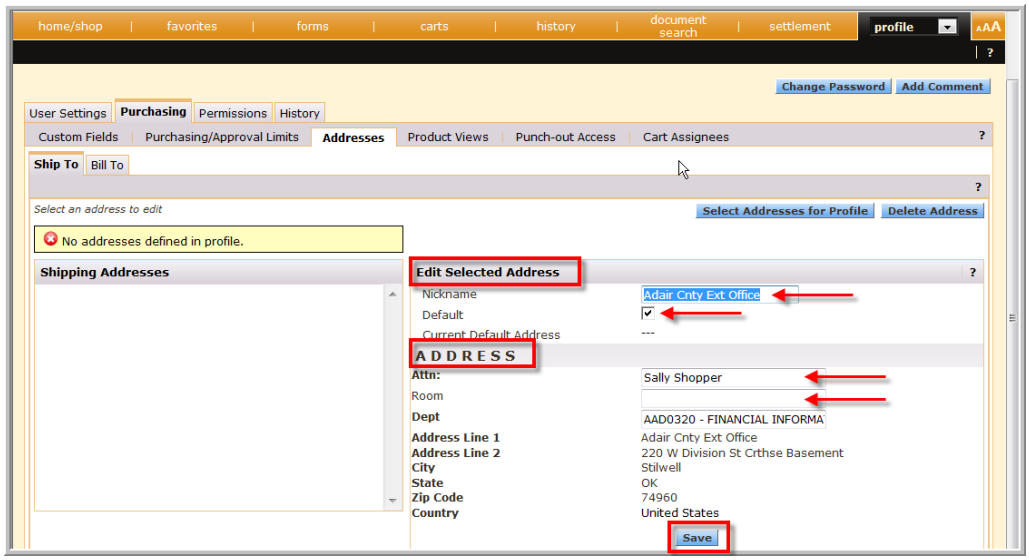


8. In the **Edit Selected Address** section, you can:
   - Update the **Nickname** if desired
   - Select the ☑ **Default** checkbox to make this the default address in the future.

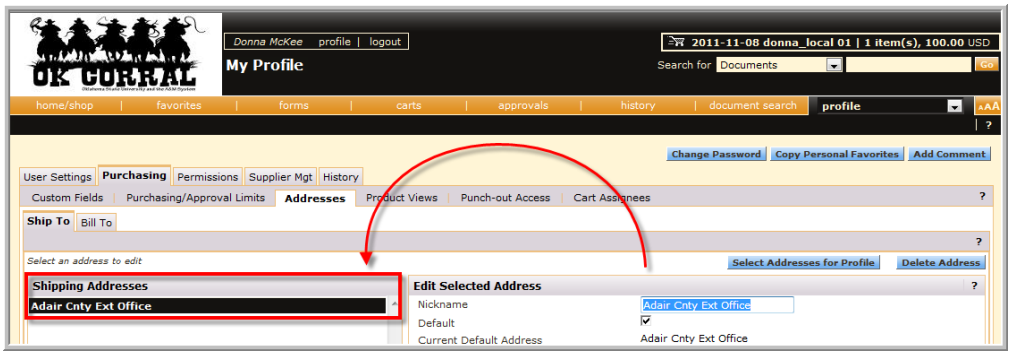
⚠ **Take care** when processing your shopping cart or requisition as the default Ship To address will automatically appear in each of your transaction. This can result in accidently assigning an incorrect Ship To address to you shopping cart or requisition, **if you forget** to make the necessary changes

9. In the **ADDRESS** section, you can enter or update a default:
   - Attention to name in the **Attn:** field
   - Room number or location in the **Room** field

10. Click the **Save** button.



11. The default shipping address displays in the **Shipping Addresses** section.



12. Press the **Delete Address** button to remove an address if the address was selected in error or if it is no longer needed.
13. Repeat the steps above to add any additional shipping addresses to your profile.

You have successfully added a Ship to address to your profile.