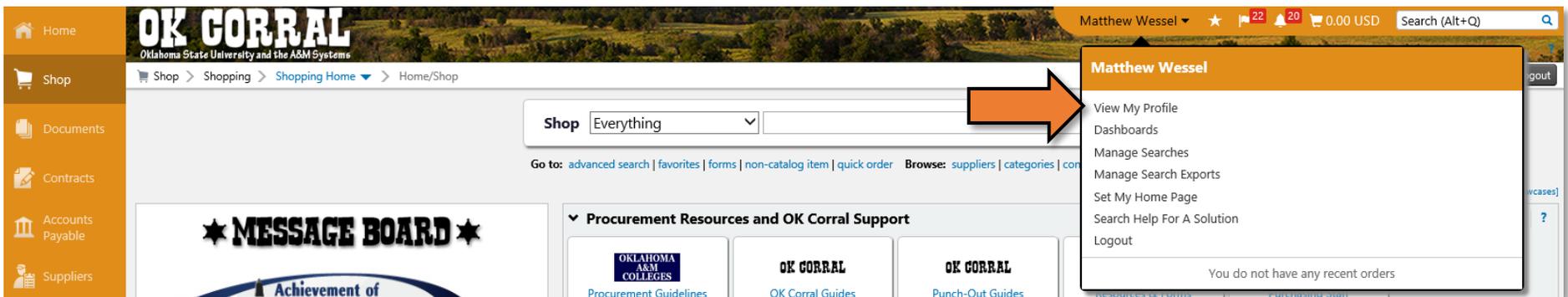
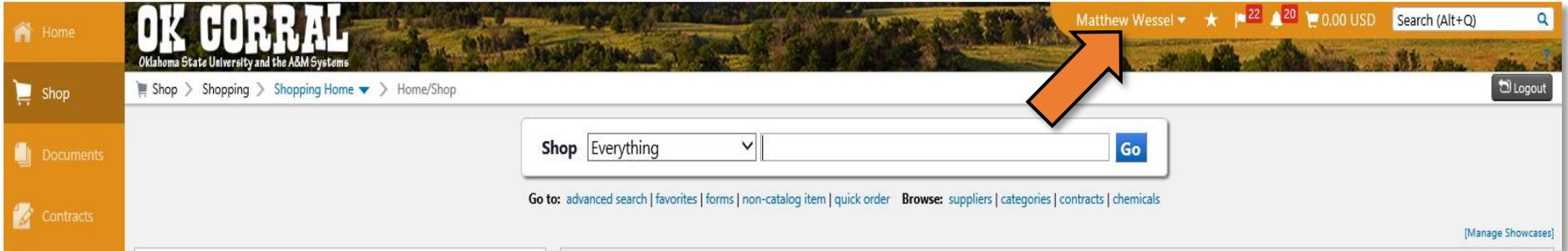


## How to Add a Default Ship-to Address to Your Profile

1. From the home page of the OK Corral click on your name, then click on "View My Profile".



2. Click “Default User Settings”, then click “Default Addresses”.

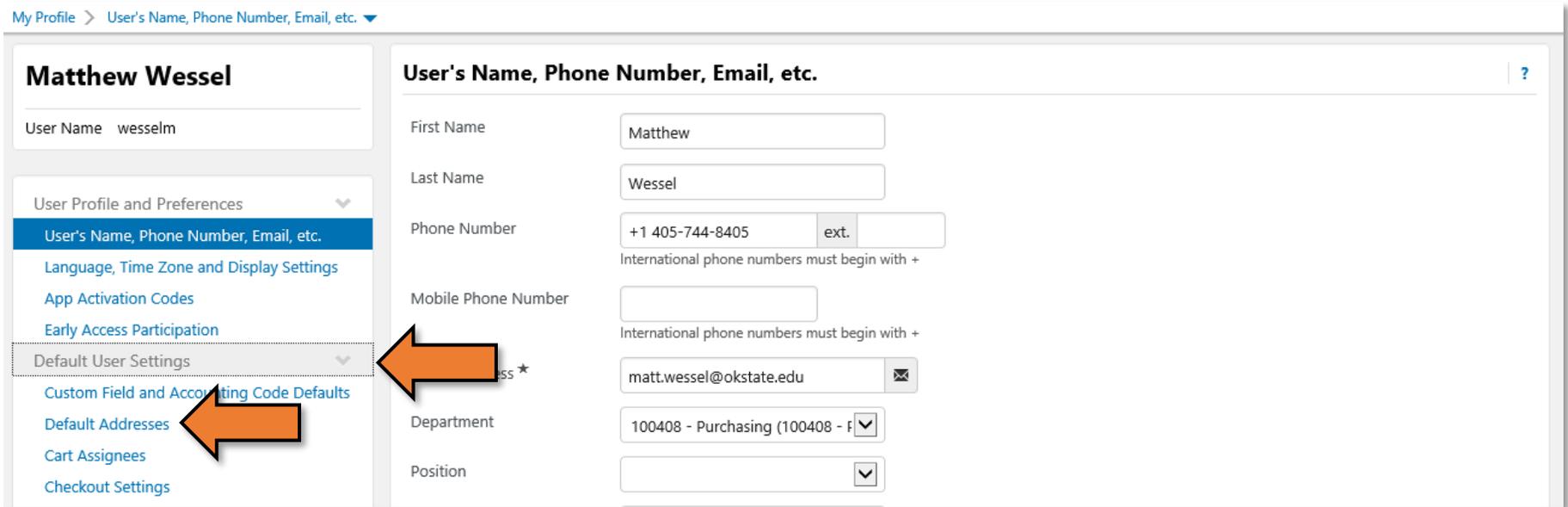
My Profile > User's Name, Phone Number, Email, etc. ▾

**Matthew Wessel**  
User Name wesselm

User Profile and Preferences ▾  
User's Name, Phone Number, Email, etc.  
Language, Time Zone and Display Settings  
App Activation Codes  
Early Access Participation  
Default User Settings ▾  
Custom Field and Accounting Code Defaults  
Default Addresses  
Cart Assignees  
Checkout Settings

**User's Name, Phone Number, Email, etc.** ?

First Name   
Last Name   
Phone Number    
International phone numbers must begin with +  
Mobile Phone Number   
International phone numbers must begin with +  
Email    
Department   
Position



3. Click “Select Addresses for Profile”.

**Matthew Wessel**  
User Name wesselm

User Profile and Preferences >  
Default User Settings ▾  
Custom Field and Accounting Code Defaults  
Default Addresses  
Cart Assignees  
Checkout Settings  
User Roles and Access >  
Ordering and Approval Settings >

**Default Addresses** ?

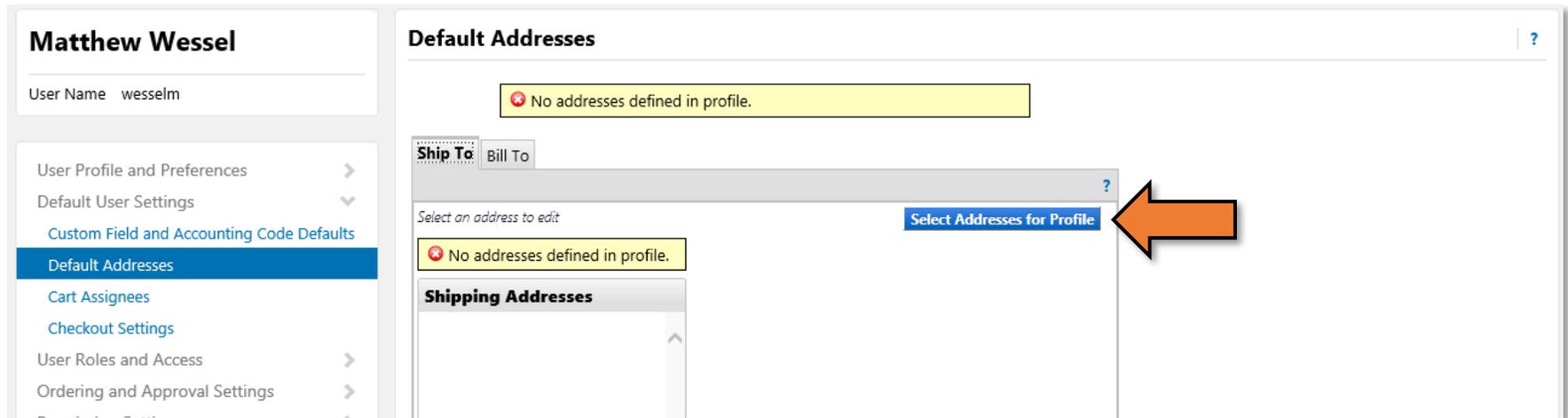
No addresses defined in profile.

**Ship To** **Bill To** ?

Select an address to edit

No addresses defined in profile.

**Shipping Addresses**



4. Search for your address by entering text from your address in the “Nickname/Address Text” field and clicking “Search”.

**Matthew Wessel**  
User Name wesselm

User Profile and Preferences >  
Default User Settings >  
Custom Field and Accounting Code Defaults  
**Default Addresses**  
Cart Assignees  
Checkout Settings  
User Roles and Access >  
Ordering and Approval Settings >  
Permission Settings >  
Notification Preferences >  
User History >  
Administrative Tasks >

**Default Addresses** ?

No addresses defined in profile.

**Ship To** **Bill To** ?

Select an address to edit [Select Addresses for Profile](#)

No addresses defined in profile.

**Shipping Addresses**

**Address Search**

Nickname / Address Text  x

Results Per Page  ▾

[Search](#)

5. Select your address by clicking the radio button next to the name.

**Matthew Wessel**  
User Name wesselm

User Profile and Preferences >  
Default User Settings v  
Custom Field and Accounting Code Defaults  
**Default Addresses**  
Cart Assignees  
Checkout Settings  
User Roles and Access >  
Ordering and Approval Settings >  
Permission Settings >  
Notification Preferences >  
User History >  
Administrative Tasks >

### Default Addresses

No addresses defined in profile.

**Ship To** Bill To ?

Select an address to edit [Select Addresses for Profile](#)

No addresses defined in profile.

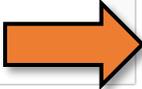
#### Shipping Addresses

#### Address Search

Nickname / Address Text: 1224 x  
Results Per Page: 10 v  
[Search](#)

Addresses Found: 2 Page 1 of 1

Name	Address
<input type="radio"/> 1224 N Boomer Rd	Attn: Matthew Wessel Room/Blg Dept 100408 - Purchasing OK State Univ 1224 N BOOMER RD STILLWATER, OK 74078 United States



6. Enter your room number in the “Room/Blg” field and click save.

**Matthew Wessel**  
User Name wesselm

- User Profile and Preferences >
- Default User Settings >
- Custom Field and Accounting Code Defaults
- Default Addresses**
- Cart Assignees
- Checkout Settings
- User Roles and Access >
- Ordering and Approval Settings >
- Permission Settings >
- Notification Preferences >
- User History >
- Administrative Tasks >

### Default Addresses

No addresses defined in profile.

**Ship To** | Bill To

Select an address to edit [Select Addresses for Profile](#) [Delete Address](#)

No addresses defined in profile.

**Shipping Addresses**

**Edit Selected Address**

Nickname 1224 N Boomer Rd  
Default   
Current Default ---  
Address

**ADDRESS**

Attn: *	Matthew Wessel
Room/Blg *	104
Dept *	100408 - Purchasing
Address Line 1	OK State Univ
Address Line 2	1224 N BOOMER RD
City	STILLWATER
State	OK
Zip Code	74078
Country	United States

[Save](#)

