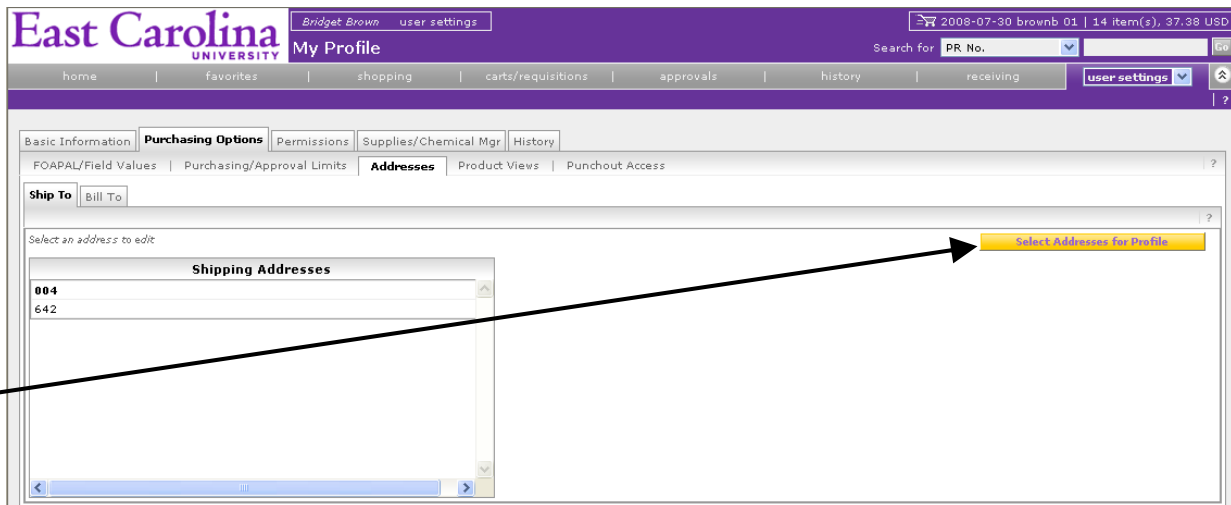
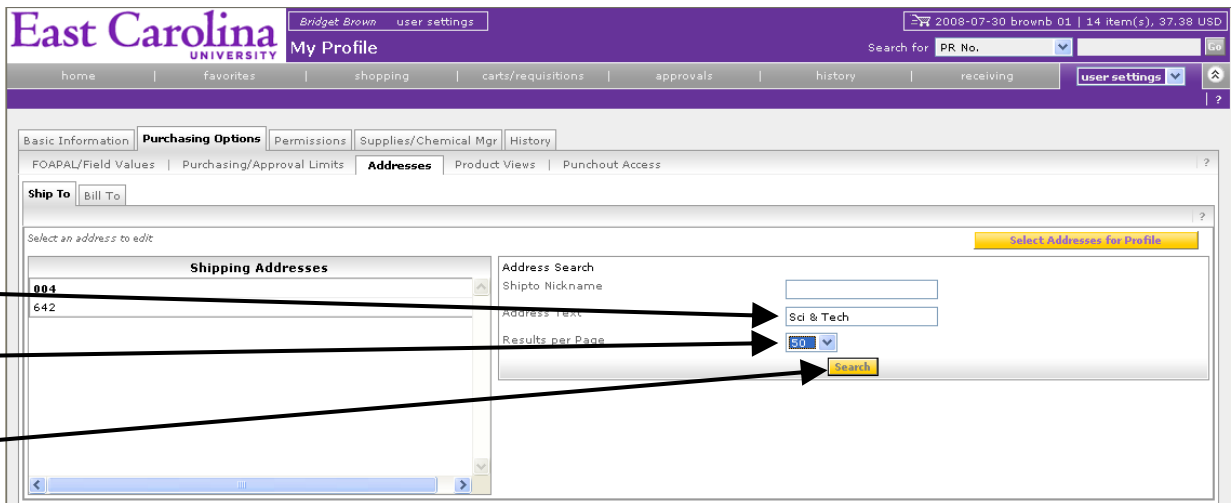


SHIP CODE – ADDITIONS BY DESCRIPTION

Last Updated on: 7/30/2008



1. Click on **Select Addresses for Profile** button.



2. Enter the description in the **Address Text** field. **Note:** You can search by Department Name, Street Address, Building, Room #, City, State, or Zip Code.
3. Change the **Results per Page** to 50.
4. Click the **Search** Button.

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5. The number of addresses found on the criteria you entered will be displayed at the top of the results.

6. Scroll down the page to find the desired ship code.

7. Click the radio button beside the ship code for the desired shipping address.

5. The number of addresses found on the criteria you entered will be displayed at the top of the results.
6. Scroll down the page to find the desired ship code.
7. Click the radio button beside the ship code for the desired shipping address.

8. Your **Name**, **Phone**, and **Email** will default in the contact information for the ship code from your profile. You can change this contact information if appropriate. **Note:** The phone # must be in the following format: **+1 (123) 123-1234**.

9. Click the **Save** button to add the ship code to your profile.

8. Your **Name**, **Phone**, and **Email** will default in the contact information for the ship code from your profile. You can change this contact information if appropriate. **Note:** The phone # must be in the following format: **+1 (123) 123-1234**.
9. Click the **Save** button to add the ship code to your profile.

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The screenshot shows the 'My Profile' page for user 'Bridget Brown'. The 'Addresses' tab is active, displaying a list of shipping addresses on the left and the details for the selected address (004) on the right. The list of shipping addresses includes 004, 058, and 642. The details for address 004 include: Nickname (008), Default (unchecked), Current Default Address (004), Attention (Bridget Brown), Phone (+1 (252) 328-1013), Email (brownb@ecu.edu), Address Line 1 (East Carolina University), Address Line 2 (Biology Department), Address Line 4 (Sd & Tech), Room (337), City (Greenville), State (NC), Zip Code (278584353), and Country (United States). A 'Save' button is located at the bottom right of the address details form. Callout box 10 points to the shipping address list, and callout box 11 points to the East Carolina University logo in the top left corner.

10. Notice that the new ship code is now in your list of values for **Shipping Addresses**.

11. This completes the steps for this procedure. Click on the **East Carolina University** icon to return to the home page.