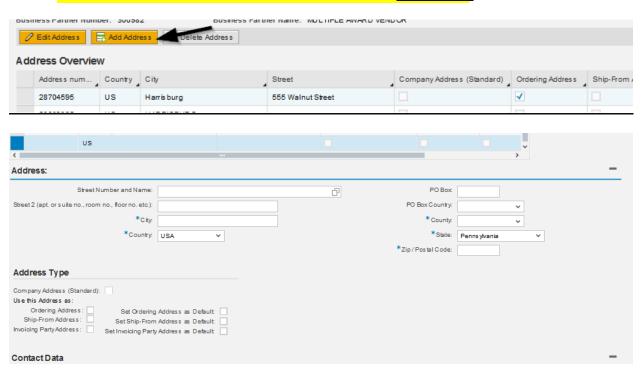


MAINTAIN ADDRESSES

ADD an address/Remittance Address:

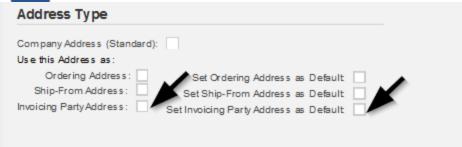
Note: this address is where payments will be directed to!

1. 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.

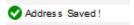


2. Scroll down to select an address type. If this is for a **remit-to address**, please make sure to select the box to the right of **Invoicing Party Address** and the box to the right of **Set Invoicing Party Address as Default**





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



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

