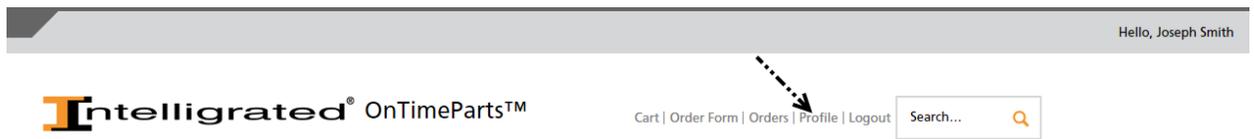


OnTimeParts.com Tutorial: Setting Primary Bill & Ship to Locations

By setting up your primary Bill & Ship to address, users won't be required to change it during checkout to the correct address.

Setting up Primary addresses:

- From the header, click on the 'Profile' link:



- Once on the Profile page, click on the 'Address Book' link:

A screenshot of the "Profile" page. On the left is a sidebar menu with the following items: "Personal Information", "Accounts", "Preferences", "Company Information", "Address Book", and "Administrators". A dashed arrow points to the "Address Book" link. The main content area is titled "Personal Information" and has a "Details" tab selected. Below the tab are four input fields: "First Name" (containing "Joseph"), "Middle Name" (empty), "Last Name" (containing "Smith"), and "Email Address" (containing "joe.smith@xyz.com"). There are "Cancel" and "Apply" buttons to the right of the fields. Below this is a "Change Password" section with a "Username" field containing "JOE.SMITH@XYZ.COM", a "New Password" field with a note "(Password must be at least 8 characters long)", and a "Verify Password" field. At the bottom, there is a note "* Indicates required field" and "Cancel" and "Apply" buttons.

- From here, users will see all of the addresses that are associated with their account.



- Each address is designated as a bill and / or ship to:

Address	Address Type	Primary Billing Address	Primary Shipping Address
1234 Park Ave Miami Beach,FL 33139 UNITED STATES	Shipping Address Billing Address	<input type="radio"/>	<input type="radio"/>
321 S Front St Memphis,TN 38103 UNITED STATES	Shipping Address	<input type="radio"/>	<input type="radio"/>
123 Main St Portland,OR 97232 UNITED STATES	Shipping Address	<input type="radio"/>	<input type="radio"/>
11111 Wayne Rd Romulus,MI 48174-1472 UNITED STATES	Shipping Address	<input type="radio"/>	<input type="radio"/>

- From here, users should select the address they want to set as their primary bill & ship to by selecting the radio icon with the appropriate address and then clicking the 'Save' button:

Address	Address Type	Primary Billing Address	Primary Shipping Address
1234 Park Ave Miami Beach,FL 33139 UNITED STATES	Shipping Address Billing Address	<input checked="" type="radio"/>	<input type="radio"/>
321 S Front St Memphis,TN 38103 UNITED STATES	Shipping Address	<input type="radio"/>	<input checked="" type="radio"/>
123 Main St Portland,OR 97232 UNITED STATES	Shipping Address	<input type="radio"/>	<input type="radio"/>
11111 Wayne Rd Romulus,MI 48174-1472 UNITED STATES	Shipping Address	<input type="radio"/>	<input type="radio"/>

Save

Save

*Please note that you are only able to select a primary bill or ship to address that is labeled as such in the Address Type column.



- Now, when a user goes through the checkout process, the addresses selected as their Primary Shipping & Billing are defaulted to:

Shipping Information | Billing and Payment Information | Review and Place Order

Checkout: Shipping Information

* Indicates required field

Cancel Actions Save Cart Go Next

Ship To

* Ship To Address: 321 S Front St
Change Memphis, TN 38103
UNITED STATES

* Ship to Customer: XYZ Packaging & Distribution

Ship to Contact: Name
Phone
Email

Shipping Information | Billing and Payment Information | Review and Place Order

Checkout: Billing and Payment Information

* Indicates required field

Cancel Actions Save Cart Go Back Next

Bill To

* Bill To Address: 1234 Park Ave
Change Miami Beach, FL 33139
UNITED STATES

* Bill To Customer: XYZ Packaging & Distribution

Bill To Contact: Name
Phone
Email