![CSU The California State University] ![CSUBUY - A COLLABORATIVE PROCURE TO PAY MARKETPLACE]

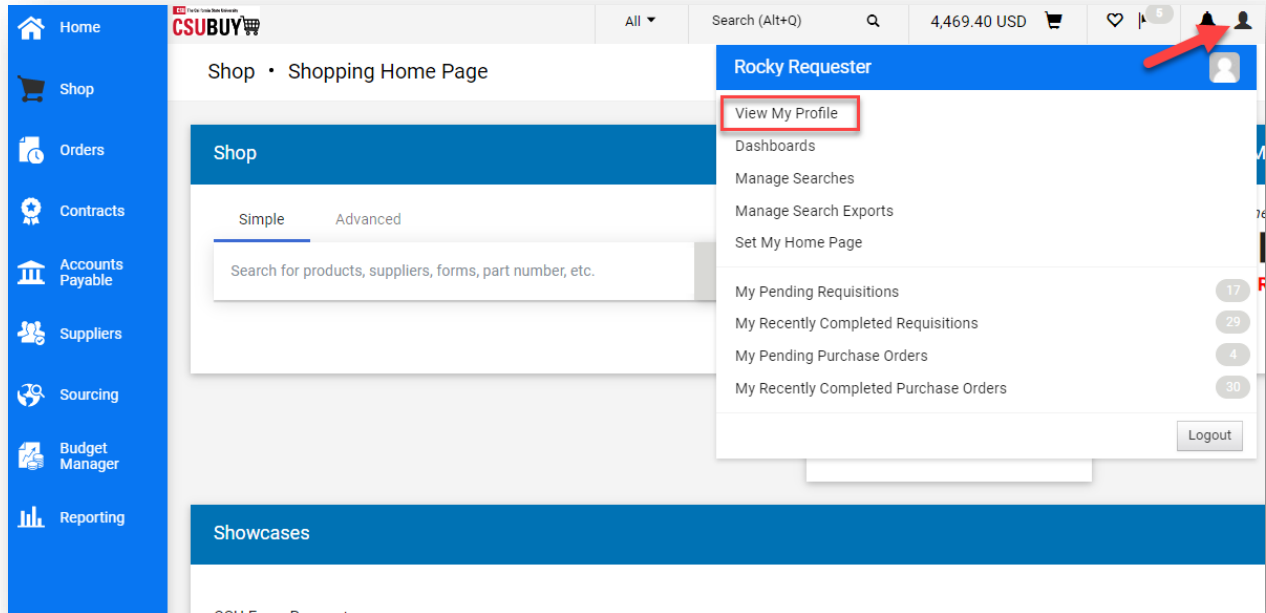# CSUBUY Reference Guide: How to Set Default Addresses in Your Profile

This reference guide will walk you through the process of setting your default addresses in your profile. **Note**: the screenshots will look different than production; however, the direction and icons included are the same.

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Access Your User Profile

1. Log into CSUBUY (https://csubuy.calstate.edu) using your SSO Log-in.

2. In the **CSUBUY Shopping Home Page**, navigate to the top right corner and click **User Profile** icon (👤). Click on the **User Profile** icon and select **View My Profile**. It will route to your profile details.

Navigating to Default Addresses

3. Navigate to your **Default Addresses** from the left-hand navigation. Click on **Default User Settings** > **Default Addresses**. You will land on the screen to update your default addresses.

Setting Default Addresses

Setting Default ShipTo

4. After accessing the **Default Addresses**, you should be able to access the **Ship To** tab to update your default **Ship To** Address. If not, click on the **Ship To** tab.

5. Click on **Select Addresses for Profile** and then select the **Select Address Template** that you would like to use.

6. The details of your selection will appear. Confirm that the address is the one you would like to set as a default. If so, click on the **Default checkbox** and click **Save** to set your default **Ship To** address. You can also make edit the **Nickname**, the **Attn**:, and the **Dept** fields within the address. **Note**: asterisk fields are require fields before saving.

7. To confirm that the address saved, it will appear in the **Shipping Addresses** section of **Default Addresses**.

Setting Default BillTo

8. Navigate to the **Bill To** address by click on the **Bill To** tab of the **Default Addresses** screen. Click on **Select Addresses for Profile** and then select the **Select Address Template** that you would like to use.

9. The details of your selection will appear. Confirm that the address is the one you would like to set as a default. If so, click on the **Default checkbox** and click **Save** to set your default **Ship To** address. You can also make edit the **Nickname**, the **Attn**:, and the **Dept** fields within the address. **Note**: asterisk fields are require fields before saving.

10. To confirm that the address saved, it will appear in the **Billing Addresses** section of **Default Addresses**.

CSUBUY Support

For additional support on Setting Default Addresses and/or other questions, submit a ticket through ServiceNow.