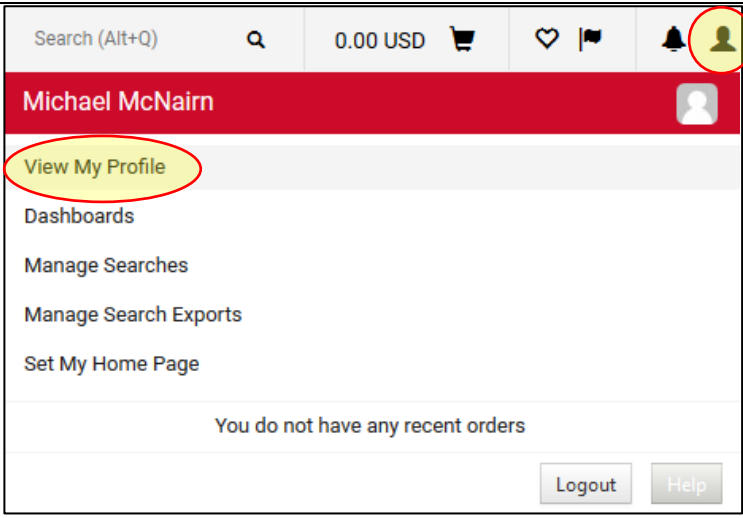
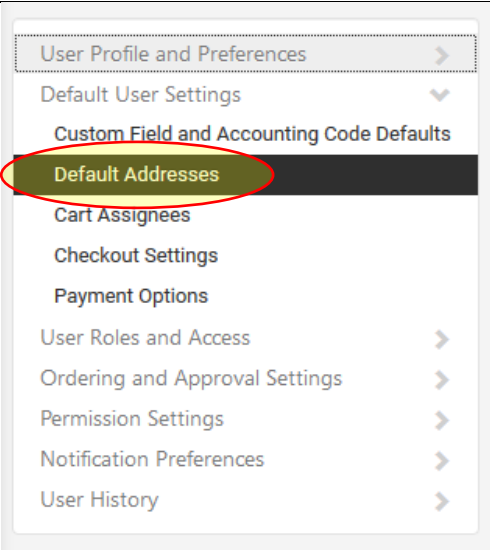




**CSU Chico One-Time Setup:**

**IMPORTANT:** For proper delivery, all users must designate a specific delivery location. This is a one-time setup that will help your packages get labelled correctly and prevent delays. If not already done so, please make the following changes to your profile.

**To change the Deliver-To information:**

|   |   |
|---|---|
| <p>1.<br/>Click the Profile icon in the upper right.</p> <p>2.<br/>Click on "View My Profile"</p> |  |
| <p>3.<br/>Under Default User Settings, click on "Default Addresses"</p>                           |  |

4. Under the "Ship To" tab, click on the "CSU Chico" Shipping Address.

5. Make sure the address setup looks like the following:

**For Campus users:**

Attn:  
First and Last Name (DEPT)

Deliver To:  
CSU Chico - PCC Receiving

**For Associated Students users:**

Attn:  
First and Last Name (DEPT)

Deliver To:  
Associated Students

6.  
Click Save

### Default Addresses

The screenshot shows the 'Default Addresses' interface. At the top, there are two tabs: 'Ship To' (selected) and 'Bill To'. Below the tabs, there is a search bar 'Select an address to edit' and two buttons: 'Select Addresses for Profile' and 'Delete Address'. On the left, a list titled 'Shipping Addresses' contains one entry, 'CSU Chico', which is highlighted in yellow. On the right, the 'Edit Selected Address' form is displayed. It includes the following fields: 'Nickname' (CSU Chico), 'Default' (checked), 'Current Default Address' (CSU Chico), 'ADDRESS' section with 'Attn: \*' (Michael McNairn (PURC)), 'Deliver To:' (CSU Chico - PCC Receiving), 'Address Line 1' (940 West 1st Street), 'City' (Chico), 'State' (CA), 'Zip Code' (95929), and 'Country' (United States). A 'Save' button is located at the bottom right of the form.