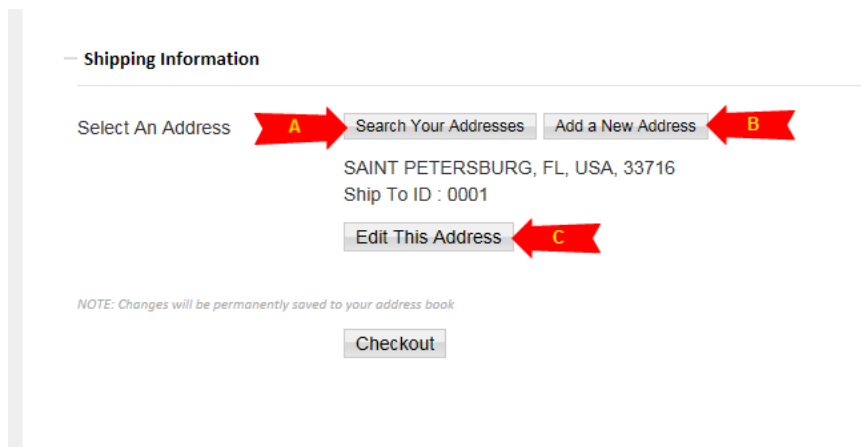


# Adding/Editing/Selecting 'Ship To' Address during Checkout on ddpmedical.com

1. Add all items to the cart and select 'Proceed to Checkout'
2. At the bottom of the screen there are 3 options for Shipping Information
  - a. Search Your Addresses – addresses already saved
  - b. Add a New Address – create and save a new address
  - c. Edit This Address – edit the address currently displaying



## a. Search Your Addresses

- a. A window will pop up with all of your saved addresses
- b. You may search by Patient ID, Name, Address1, City, State, or Zip by using the dropdown next to the search field
- c. Select the address you want by clicking on the circle under the 'Actions' column
- d. The address is now selected and the dialog box will close.

Search:  Patient ID **←** Results per page: 50

Showing 1 - 50 of 50 results Page: 1

Ship To ID	Patient ID	Name	Address1	Address2	Address3	City	State	Country	Zip Code	Actions
0001		ANY DME & SUPPLY	11800 28TH ST N	Suite 100	Front Dor	TEMPER	FL	USA	33626	<input type="radio"/>
0002	JOL2345	BILLY JOEL	1234 MAIN STREET			SAINT PETERSBURG	FL	USA	33716	<input type="radio"/>
0003	NAM456	YOUR COMPANY NAME	11800 28TH ST s			SAINT PETERSBURG	FL	USA	33716	<input type="radio"/>
0004	DON0004	DONNA DOE	P.O. BOX 34			LEE	IL	USA	60530	<input type="radio"/>
0005	5628897	BIG BEN NORTON	11800 28TH ST N			ST PETERSBURG	FL	USA	33716	<input type="radio"/>
0006	BIL12987	WENDY BILTMORE	851 Bayshore Dr			TARPON SPRINGS	FL	USA	34689	<input type="radio"/>

**b. Add a New Address**

- a. A window will pop up where you will need to enter the full address

The screenshot shows a web form titled "Address Information" with a close button in the top right corner. The form contains the following fields and options:

- Ship To ID: Text input containing "TBD"
- Patient ID (Optional): Text input
- Ship To/Patient Name: Text input
- Address Line 1: \* Text input
- Address Line 2: Text input
- Address Line 3: Text input
- Country: Dropdown menu showing "United States"
- City: \* Text input
- State: \* Dropdown menu showing "[Select One]"
- Zip / Postal Code: \* Text input

Below the address fields is a section titled "Re-order Reminder ( Optional )" with a checkbox and a text input for "Remind me again of this order in: [ ] days." A "Submit" button is located at the bottom left of the form.

- b. Do Not type into the 'Ship To ID' field – The system will assign an ID number after the address is saved (TBD stands for "To Be Determined")
- c. Patient ID (Optional): If this is a patient drop-shipment, please populate this field with your unique patient identifier.
- d. There is an optional 'Re-order Reminder' at the bottom of this screen if you would like email reminders to reorder for this patient
- e. Once you have entered all of the information select 'Submit'
- f. This new address will now be the one that is selected for the 'Ship TO' address for this current order

**c. Edit This Address**

- a. A window will pop up with all of the shipping information for the address that is currently set as the 'Ship To' address
- b. Once you make your changes select 'Submit' to save the updated address