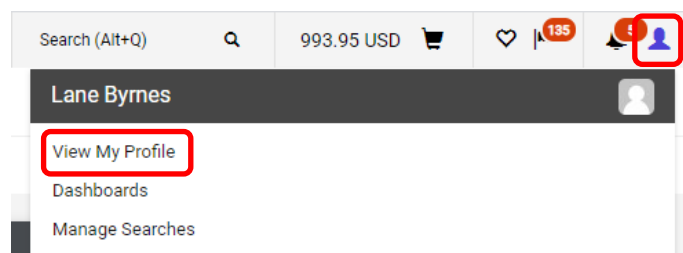# Adding a Custom Ship To Address
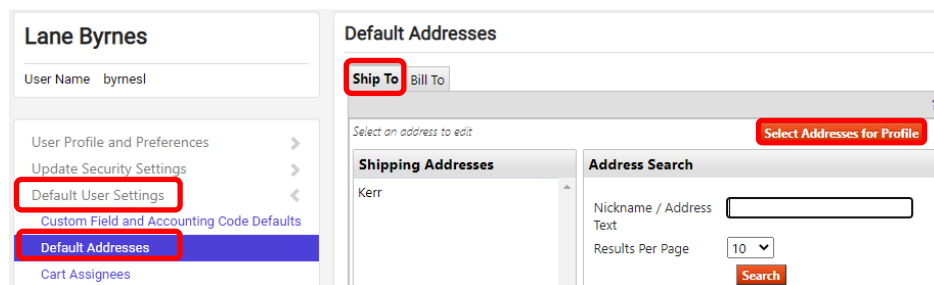
What is a Custom Ship To Address?

By default, BennyBuy has template address for all on campus locations. However, there may be times when a user needs to ship something off campus, either to an off campus location, or to someone's personal residence. In these instances, the Special Address can be used.

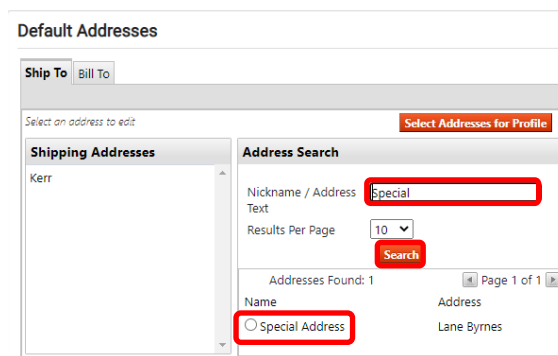## Adding a Custom Address to Your User Profile

1. From the BennyBuy home page, select the user icon in the upper right hand corner and then select **View My Profile** from the drop down menu.

2. Click on the **Default User Settings tab** on the left side menu and select **Default Addresses**. Under the **Ship-To** tab, click **Select Addresses for Profile**.

3. In the **Nickname/Address Text** box, type in the word "Special" and click **Search**. To use the Special Address, click the radio button next to the address name.

Adding a Custom Ship To Address

4. The address lines will now appear for editing. Begin by giving the address a **Nickname**, if desired. If you check the box for **Default**, this address will populate on each new order you build. Address fields shown in bold text are required. Click **Save** once the address has been entered.

5. The address has now been added to your profile. To save another custom address, click the **Select Addresses for Profile** button and repeat the steps outlined above.

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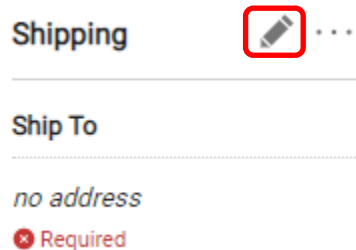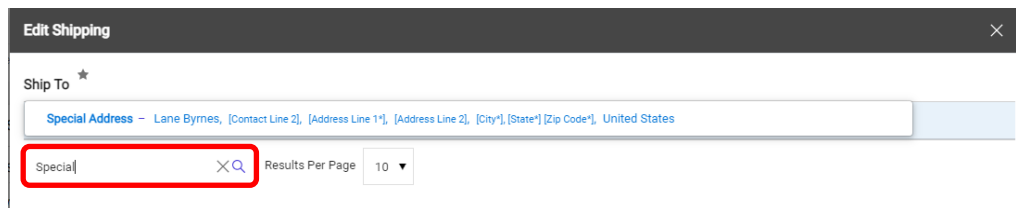
Adding a Custom Ship To Address

Adding a Custom Address in the Checkout Screen

1. To add a custom ship to address during the checkout process, first select the ✏️ icon in the Shipping section.

2. The Edit Shipping box will appear. In the search box, type in the word "Special". Select the link that appears.

3. Fill out your address as needed. Please note that any field with a star icon is required. Click the **Add to my addresses** checkbox to add the address to your profile. Otherwise, click **Save Changes** once your address has been completed.

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