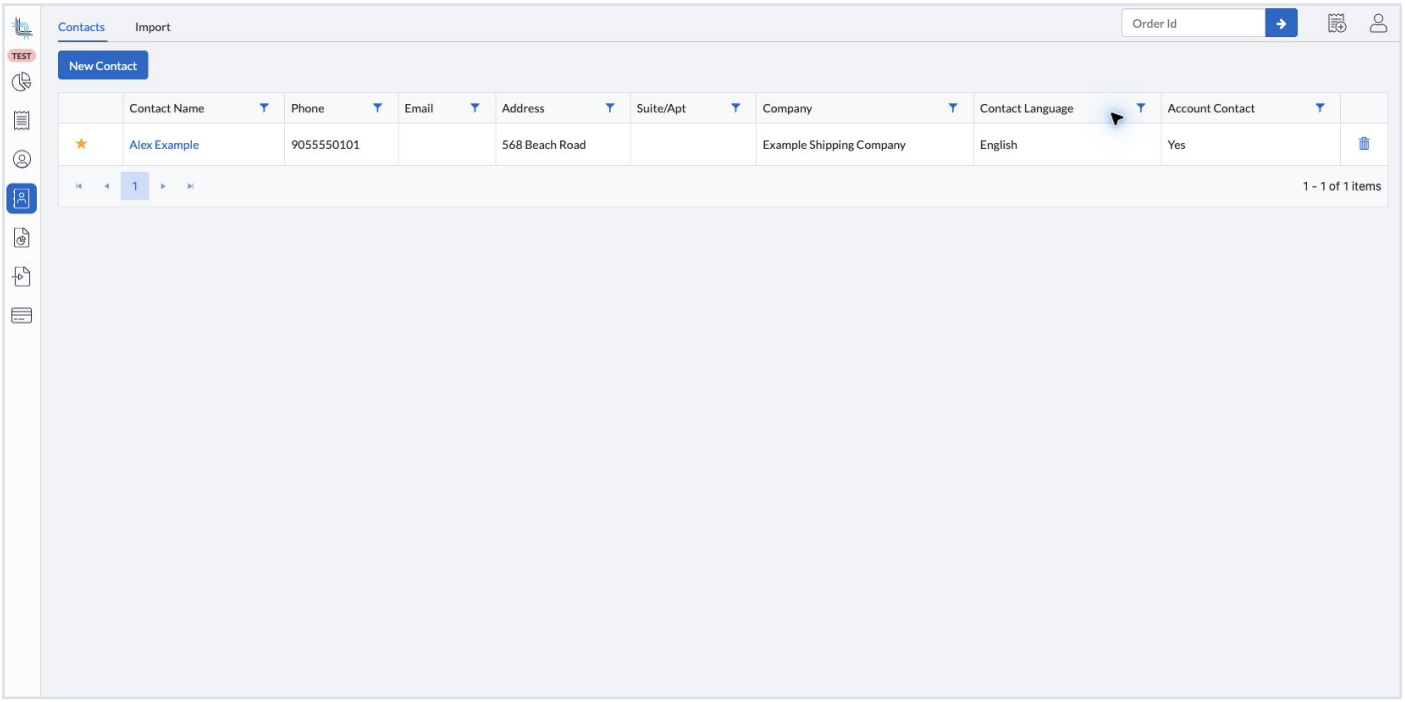
Manage your address book

Save an address with its contact details so it is easier to reuse when arranging shipments.

1 Open Contacts

Select the **Contacts** icon in the left-hand menu. In this portal, saved addresses and contact details are managed together. Select **New Contact** to add a location.

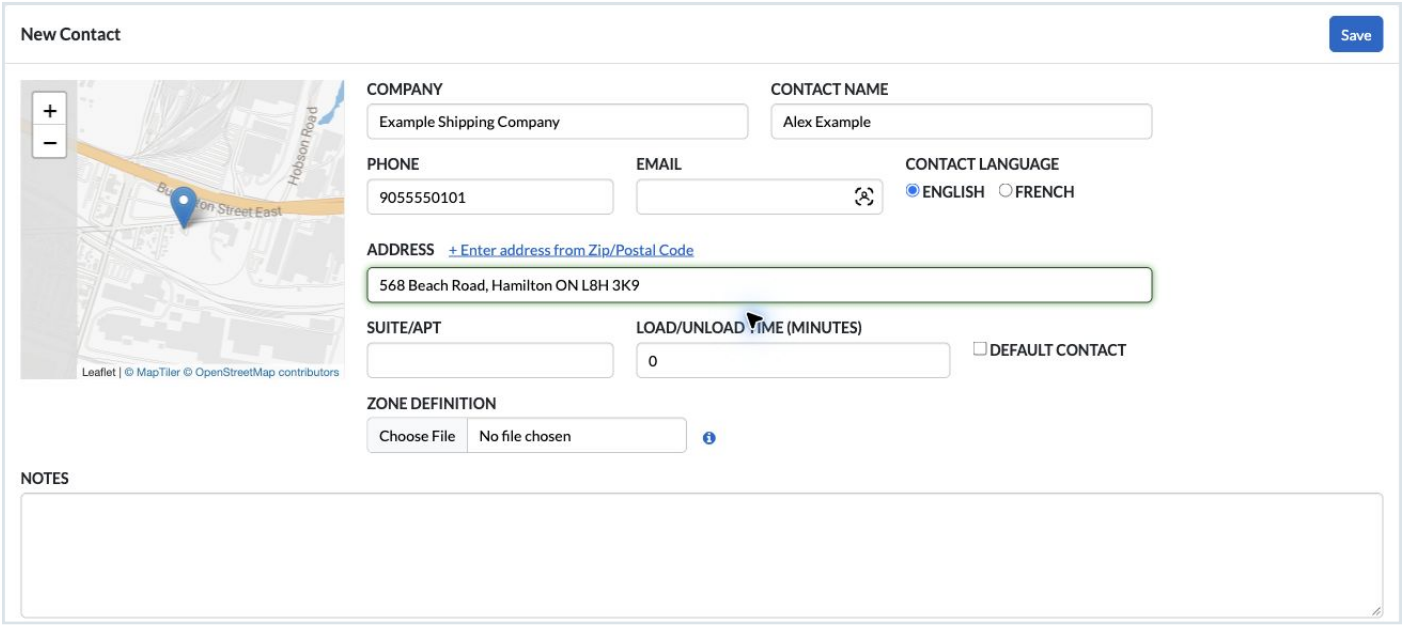


The list shows contact name, phone, email, address, suite and company. Open a contact name to review or edit that saved location.

Need help? Call **1-888-837-2239**.

2 Enter the address

Enter the company and contact details. Type the address and **select a matching suggestion**. Add the suite or apartment and useful loading or access notes.



3 Save and check the entry

Select **Save**. Confirm the entry appears in Contacts. To change it later, open its contact name, update the details and select **Save** again.

Choose **Default Contact** only when appropriate. Leave zone-definition files and special attributes unchanged unless PACEX has instructed you to use them.

Need help? Call **1-888-837-2239**.