



1 Select the **account** option at the bottom of the screen

then select your account

2 Under account settings select **your addresses**

then select add a new address

3 Under **account settings** enter the following information

Full name
Full legal name in CAPS

Phone number
Mobile phone number

Address
11040 SW 14TH ST
(no room number or building name required)
City: Miami
State: Florida
ZIP Code: 33174

Select
Make this my default address

Finally Select
Delivery instructions

4 Select **business** under property type

Enter the following information under When is this address open for deliveries?

Monday - Friday
Open 9am
Closed 5pm

5

Select **Ungroup Weekends**

For Saturday
Open 10am
Closed 3pm

For Sunday
Closed for deliveries

Select NO for
Can this address receive deliveries on federal holidays?

6

Select **Mailroom**

Where should we leave your package at this address?

Then
Mailroom

Finally select
Continue

7 To finalize select **add address**