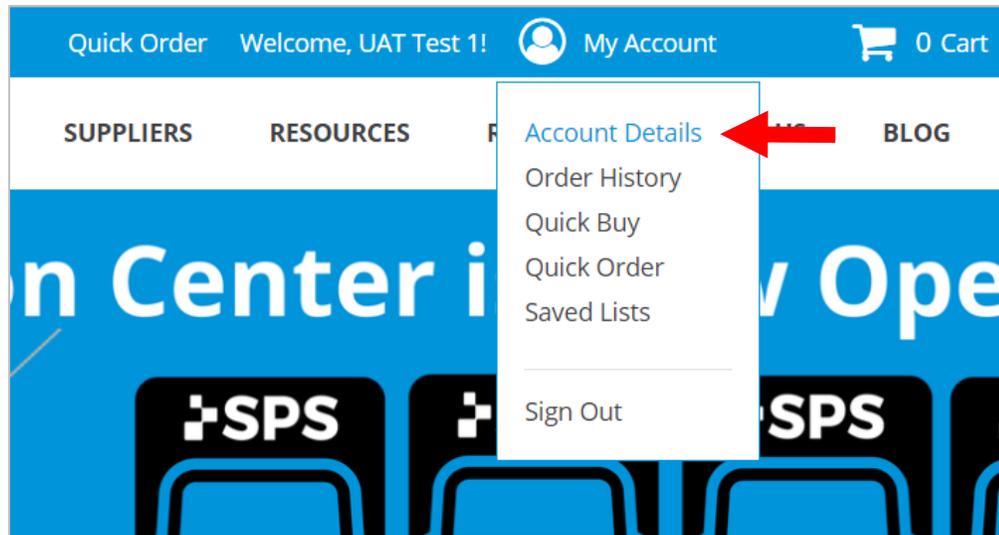


# Address Book

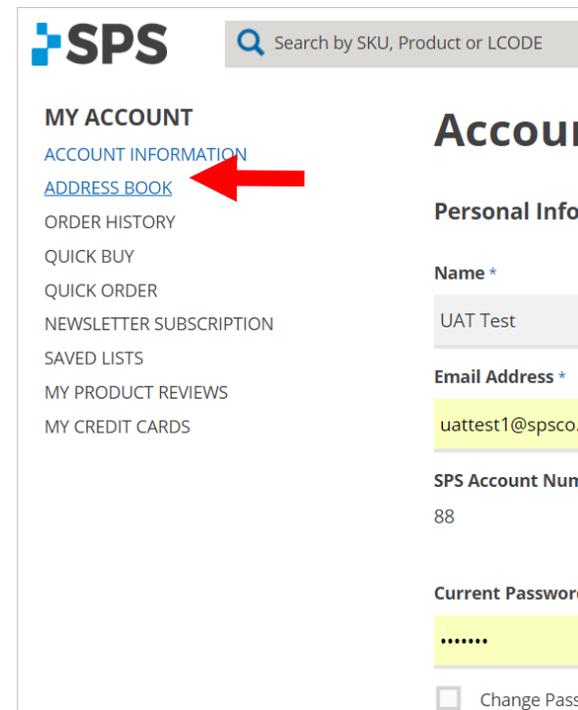
The address book stores all of your ship-to addresses for online purchases.

Add ship-to addresses for future purchases

1. Go to **My Account** → **Account Details**



2. Select **ADDRESS BOOK**



**Note:** When you save an address, it will store **online only**.

It will not automatically add to your account in the SPS system. If you call in an order, that address may not be available if you haven't previously requested to have it added.

Email customer service to add a ship-to address to your account in the SPS system.  
[customerservice@spsco.com](mailto:customerservice@spsco.com).

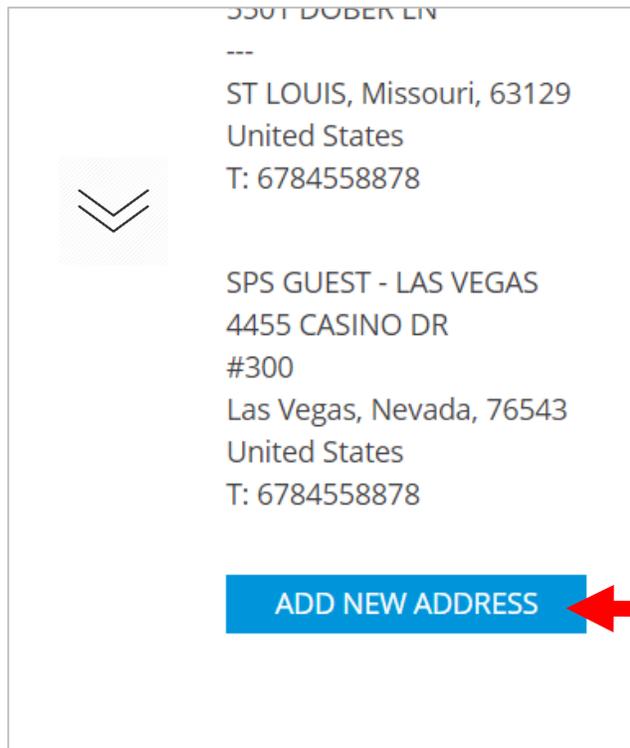
800-767-7776 x3

[Contact Your Sales Manager](#)



# Address Book

3. Scroll down to **ADD NEW ADDRESS**



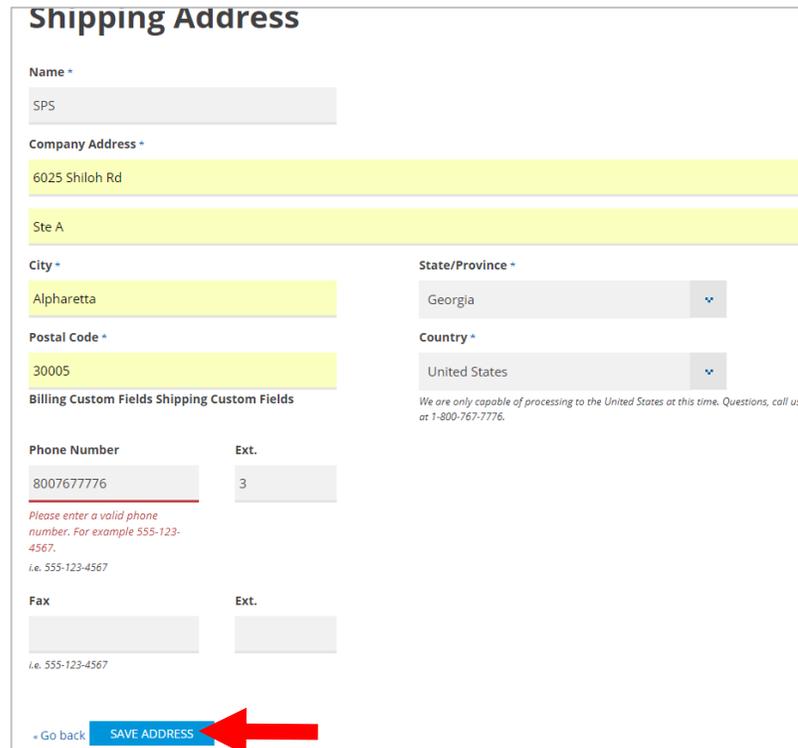
---  
ST LOUIS, Missouri, 63129  
United States  
T: 6784558878

SPS GUEST - LAS VEGAS  
4455 CASINO DR  
#300  
Las Vegas, Nevada, 76543  
United States  
T: 6784558878

**ADD NEW ADDRESS**

4. Fill in address

5. Click **SAVE ADDRESS**



### Shipping Address

Name \*  
SPS

Company Address \*  
6025 Shiloh Rd

Ste A

City \*  
Alpharetta

State/Province \*  
Georgia

Postal Code \*  
30005

Country \*  
United States

Billing Custom Fields Shipping Custom Fields

Phone Number  
8007677776

Ext.  
3

Please enter a valid phone number. For example 555-123-4567.  
i.e. 555-123-4567

Fax

Ext.

i.e. 555-123-4567

[Go back](#) **SAVE ADDRESS**

**Note:** When you add an address online, it is only available online. If you call in an order, that address may not be available if you haven't previously requested to have it added.

Email customer service to add a ship-to address to your account in the SPS system.  
[customerservice@spsco.com](mailto:customerservice@spsco.com).

800-767-7776 x3

[Contact Your Sales Manager](#)



# Address Book

Add ship-to addresses for one-time purchase

1. At checkout, under **Shipping**, click the down arrow.

EXPRESS CHECKOUT LANE  
Please enter your details below to complete your purchase

---

**1 Billing**

Name \*  
SPS VIP GUEST

Address \*  
6025 SHILOH ROAD  
-x----address two-----x

Country \* State/Province \*  
United States Florida

City \* Zip/Postal Code \*  
Key West 30005

Company Telephone

If you need to make a change to your company information, please [contact SPS customer support](#)

**Shipping**  
Select a shipping address from your address book or enter a new address.

SPS GUEST - AUSTIN , 10901 DOMAIN DR 2nd FLOOR, AUSTIN, Texas 3000...  
SPS GUEST - AUSTIN , 10901 DOMAIN DR 2nd FLOOR, AUSTIN, Texas 30005, United States  
SPS GUEST - CHICAGO , 9021 LAKE SHORE DR SUITE 205, CHICAGO, Illinois 90125, United States  
SPS GUEST - HOUSTON OFFICE , 1234 FOURNACE ST SUITE B, HOUSTON, Texas 70014, United States  
SPS GUEST - IOWA , 933 POLK ST STE 100, DES MOINES, Iowa 50111, United States  
SPS GUEST - LAS VEGAS , 4455 CASINO DR #300, Las Vegas, Nevada 76543, United States  
SPS GUEST - ST LOUIS , 5501 DOBER LN ---, ST LOUIS, Missouri 63129, United States  
SPS VIP GUEST , 6025 SHILOH ROAD -x----address two-----x, Key West, Florida 30005, United States  
New Address

**2 Shipping Method**  
Default - Standard

**3 Payment**

Use my Saved Card  
 Use my Saved Card  
 Use my Saved Card  
 Use my Saved Card  
 Credit Card  
 Purchase Order

Your credit card will be placed immediately

**% Discount Code**  
Enter your coupon code

**Review**

Product Name

Packing Slip Notes

Vista 637 LSO Universal L0637

2. Click **New Address**

Company Telephone  Use my Saved Card

SPS GUEST - AUSTIN , 10901 DOMAIN DR 2nd FLOOR, AUSTIN, Texas 30005, United States  
SPS GUEST - CHICAGO , 9021 LAKE SHORE DR SUITE 205, CHICAGO, Illinois 90125, United States  
SPS GUEST - HOUSTON OFFICE , 1234 FOURNACE ST SUITE B, HOUSTON, Texas 70014, United States  
SPS GUEST - IOWA , 933 POLK ST STE 100, DES MOINES, Iowa 50111, United States  
SPS GUEST - LAS VEGAS , 4455 CASINO DR #300, Las Vegas, Nevada 76543, United States  
SPS GUEST - ST LOUIS , 5501 DOBER LN ---, ST LOUIS, Missouri 63129, United States  
SPS VIP GUEST , 6025 SHILOH ROAD -x----address two-----x, Key West, Florida 30005, United States  
New Address  
SPS GUEST - AUSTIN , 10901 DOMAIN DR 2nd FLOOR, AUSTIN, Texas 3000...  
If you need to make a change to your company information, please [contact SPS customer support](#)

**% Discount Code**  
Enter your coupon code

**Review**

Product Name

Packing Slip Notes

800-767-7776 x3

[Contact Your Sales Manager](#)



# Address Book

Add ship-to addresses for one-time purchase

3. Fill in the ship-to address.
4. To save for future online purchases, click **Save in address book**.

First Name *	Last Name *
Melanie	Perry
Address *	
6025 Shiloh Rd	
Ste A	
Country *	State/Province *
United States	Georgia
City *	Zip/Postal Code *
Alpharetta	30005
Company	Telephone
SPS	7373467547
<input checked="" type="checkbox"/> Save in address book	

**Note:** When you add an address online, it is only available online. If you call in an order, that address may not be available if you haven't previously requested to have it added.

Email customer service to add a ship-to address to your account in the SPS system. [customerservice@spsco.com](mailto:customerservice@spsco.com).

800-767-7776 x3

[Contact Your Sales Manager](#)

