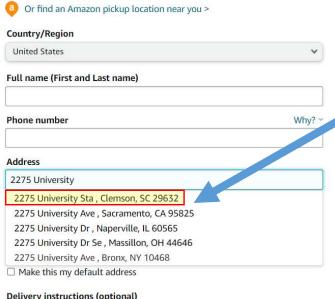
Add a new address



When Adding the University Student Mail Center to the Address Book in your Amazon Account, please be sure that you are selecting the correct Address. The Address highlighted in the photo to the left is what should be selected in order to ensure deliveries are aligned with the Mail Centers delivery times and procedures.

This page can be accessed through the following link:

https://www.amazon.com/a/addresses

Delivery instructions (optional)

Add preferences, notes, access codes and more

Add a new address

Your Account > Your Addresses > New Address

United States			~
Full name (First and Las	st name)		
Phone number			Why?
Address			
2275 University Sta SM 12345			
City	State		ZIP Code
Clemson	South Carolina	~	29632
☐ Make this my default	address		

Student Mail Box number should be added to the second line where you would see the placeholder:

"Apt, suite, unit, building, floor, ect."

Never put names, phone numbers or delivery notes within the actual A**ddress Line information**. Use the fields above listed for name and phone number. If you want to add notes you can do so using the portion at the bottom:

"Delivery Instructions (optional)"

Click "Add Preferences, notes, access codes and more" link to add additional info.