Save Shipping Addresses in SignStudio Advanced (SSA)

Do you regularly order to different shipping addresses? This guide explains how to pre-save all your addresses to streamline the ordering process.
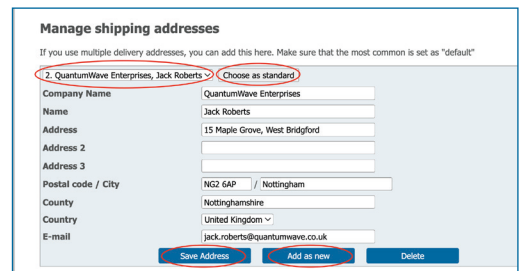
1. Log in and open settings

Log in and click on **Settings** in the top menu.

2. Add shipping addresses

Scroll down to **Manage shipping addresses** and select **Add as new**. Enter the addresses you need and click **Save Address** one by one. These will appear in the drop-down menu at the top left. Remember to select **Choose as standard** for the one you use most often.

3. Select address when ordering

In the final step of your order, you can now choose any shipping address from the drop-down menu. Your default address will be pre-selected. This way you don't have to manually enter all the details every time you place an order.
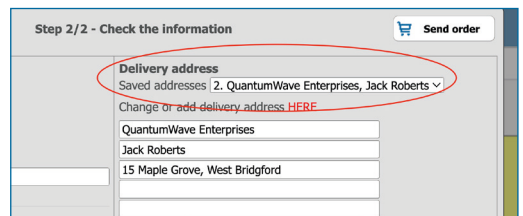
4. Change data if needed

T o adjust your standard address or invoice address, go to **Change address** in the top menu. Make your edits and click **Submit Changes**.

If you want to adjust any of your other addresses, go to **Manage shipping addresses** (from step 2), find the address via the drop-down menu, make your edits and click **Save Address**.
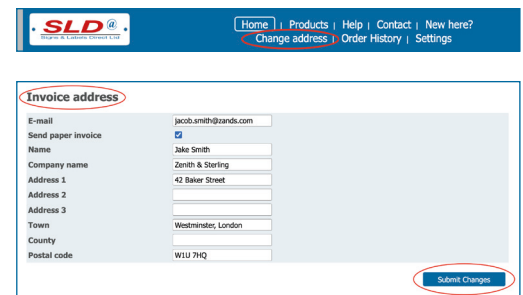
Tip!

You can go to **Order History** in the top menu to retrieve delivery notes and invoices from all your previous orders.