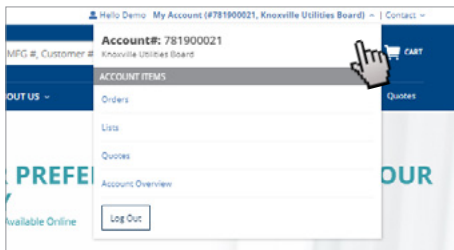


## Overview

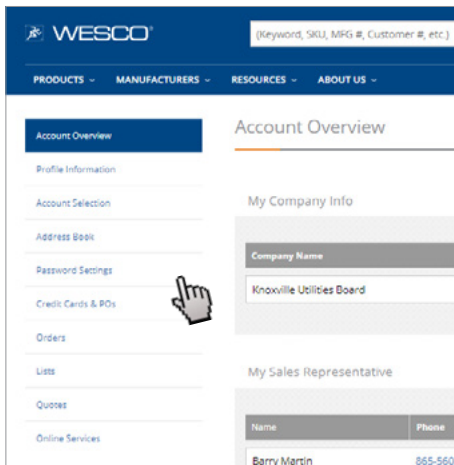
With [Buy.WESCO.ca](http://Buy.WESCO.ca) you can add and manage your shipping address, billing address, purchase orders and credit cards. You can set defaults in addition to adding new addresses and payment types which will then show in the appropriate dropdown during the checkout process.

**To get started on adding and managing either addresses or payment types:**

1. Go to the Account Overview section under the account dropdown.

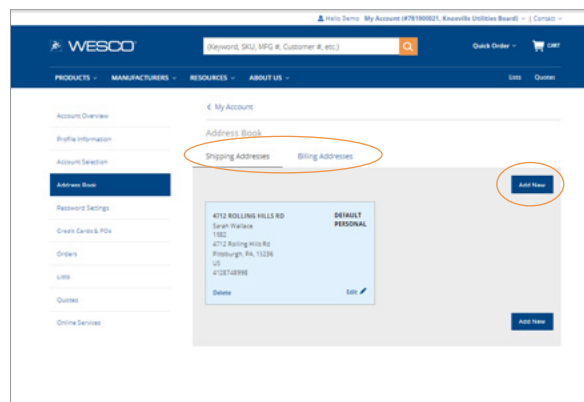


2. In the left-hand navigation, you will be able to select the section that you would like to manage.



## Adding and Defaulting Addresses

1. Select **Address Book** in the left-hand navigation.



2. To add a new address, first select the tab for either shipping address or billing address depending on which one you want to add.

3. Click the **"Add New"** button.

4. In the pop-up window, fill out the information.

A screenshot of the 'Add Shipping Address' pop-up window. The window contains several input fields: 'Address Name', 'Address', 'First Name', 'Last Name', 'City', 'State', 'Zip Code', 'Country', 'Phone', and 'Extension'. There are also 'Cancel' and 'Save' buttons at the bottom.

5. Click the **"Save"** button.

6. To set an address as your default, click the **"Make Default"** button in the right-hand corner of the address box.

7. A message will show in green when you have successfully set the default.

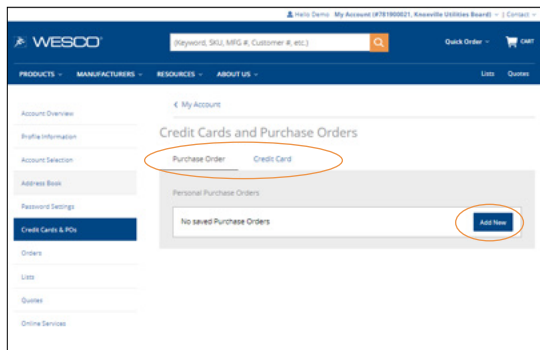


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### Set a Default Payment Type

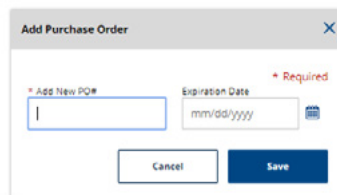
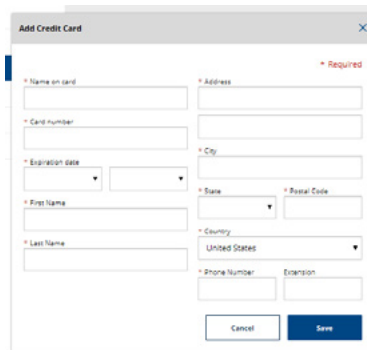
1. Select **Credit Cards & POs** in the left-hand navigation.



2. To add a new payment type, first select the tab for either **Purchase Order** or **Credit Card** depending on which one you want to add.

3. Click the **"Add New"** button.

4. In the pop-up window, fill out the information.



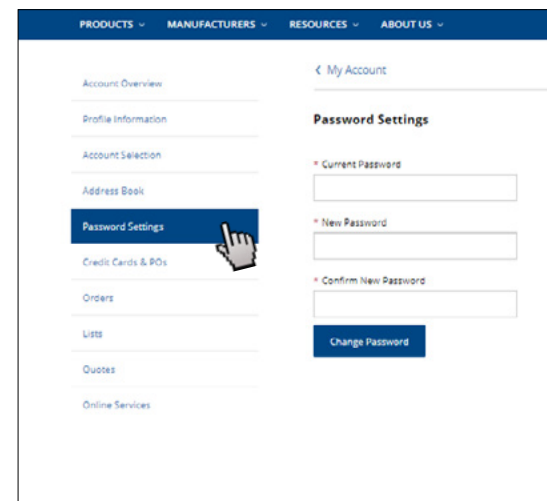
5. Click the **"Save"** button.

6. To set a PO as your default PO or a Credit Card as your default Credit Card, click the **"Make Default"** button in the right-hand corner of the payment box.

7. A message will show in green when you have successfully set the default.

### Change Your Password

1. Select **"Password Settings"** from the left-hand navigation.



2. Fill in the information to change your password.

3. Click the **"Change Password"** button to complete your password change.



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