

Important Information about Addresses

You are able to save a number of different addresses within the online store that you can use as appropriate when placing an order .

Each address has a name of your choice (e.g. Home , Work etc)

It is important that when entering or changing address information that actual address information it is not entered into the "Address Name" field.

The screen shots below show examples of address information within the store

Address1 field.
(e.g. 1 The Street)

Address Name field. (e.g. Home) **NOT** first line of the address (e.g. 1 The Street)

Your Details

Title* Mr
First Name* Test
Last Name* User
Contact Number* 1234456
Company / Organisation
Student Number

Your Address

Address Name* (e.g. Home or Work)
Address 1*
Address 2
Town / City*
County / State
Postcode*
Country* United Kingdom
Contact Number

I agree to all of the [terms and conditions](#)

Royal Holloway, University of London - Microsoft Internet Explorer

Address: https://onlinestore.rhul.ac.uk/myaccount/register.asp

Your Details

Title*

First Name*

Last Name*

Contact Number*

Company / Organisation

Student Number

Your Address

Address Name* (e.g Home or Work)

Address 1*

Address 2

Town / City*

County / State

Postcode*

Country*

Contact Number

I agree to all of the terms and conditions

Done

Complete like this !

Royal Holloway, University of London - Microsoft Internet Explorer

Address: https://onlinestore.rhul.ac.uk/myaccount/register.asp

Your Details

Title*

First Name*

Last Name*

Contact Number*

Company / Organisation

Student Number

Your Address

Address Name* (e.g Home or Work)

Address 1*

Address 2

Town / City*

County / State

Postcode*

Country*

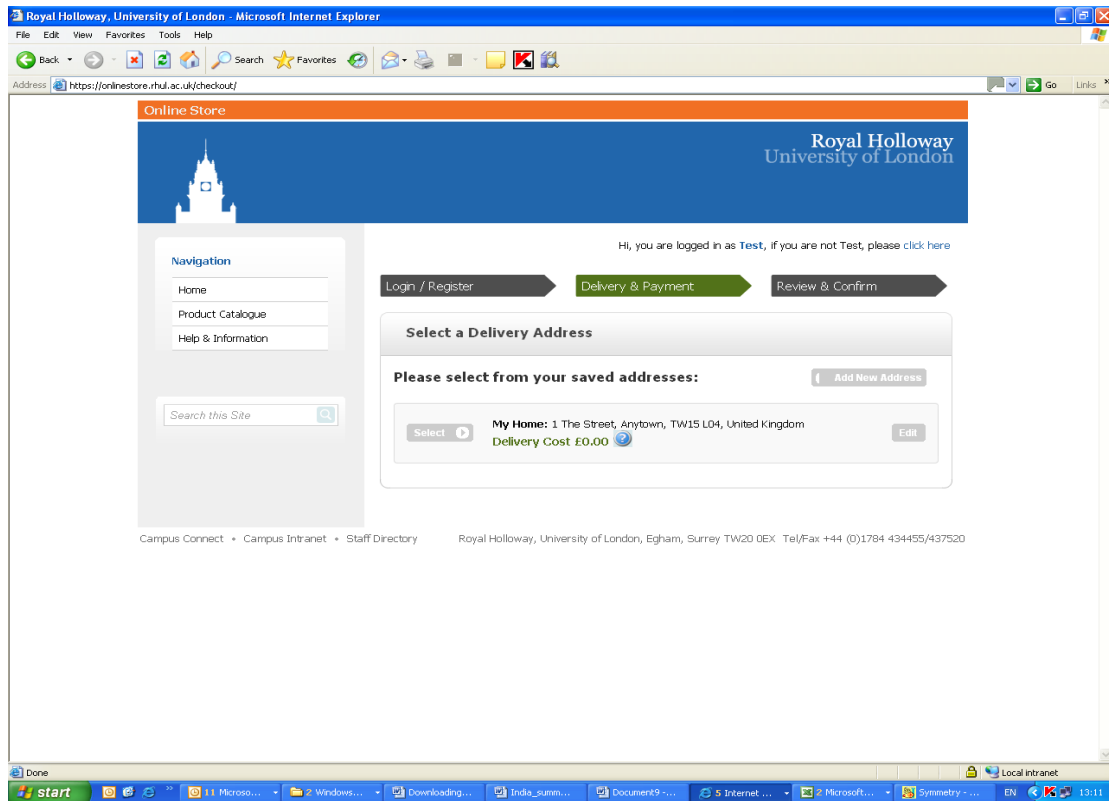
Contact Number

I agree to all of the terms and conditions

Done

NOT like this !

The Address name field shows in a number of pages with in the online store. It indicates the address being used.



Adding Addresses

If you add new addresses your name for the address is needed in the Address Name field

