Set Your Bill To Address

CSU The California State University

CSUBUY 🛒
A COLLABORATIVE PROCURE TO PAY MARKETPLACE

Learn how to set your bill to location for easy checkout.

SET YOUR DEFAULT BILL TO ADDRESS FOR A FASTER CHECKOUT EXPERIENCE

Follow the steps below to set your bill to address:

1. Navigate to **User** > **View My Profile** > **Default User Settings > Default Addresses > Bill To Tab.**

2. Click the **Select Addresses for Profile Button**.

3. Select your address your address from the dropdown.

4. Click **Save**.

Ship To | **Bill To**

?

Select an address to edit

Select Addresses For Profile **Delete Address**

Billing Addresses	**Edit Selected Address**	?

Cal Poly Humboldt - Campus Bill To

Nickname	Cal Poly Humboldt - Campus Bill To
Default	☑
Current Default Address	Cal Poly Humboldt - Campus Bill To

A D D R E S S

Contact Line 1	Accounts Payable, Cal Poly Humboldt
Address Line 1	1 Harpst St
City	Arcata
State	CA
Zip Code	95521
Country	United States

Save