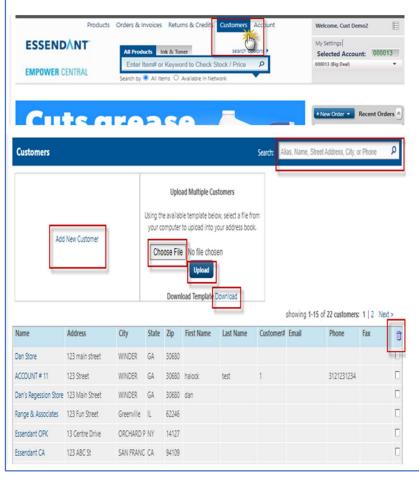


Customer Address Book

Empower provides the ability to store your customers addresses. Add one address at a time or upload multiple address at once with our downloadable template. Customer addresses can be modified or removed at any time and are viewable by any user with access to the account they are built under. Once your addresses are saved you can easily add them to orders too!



To add, search, delete or modify customers to/in your address book, select "Customers" from the top navigation:

Adding a New Customer Address:

- · To add one address at a time, click 'Add New Customer'
- Enter in the address detail and select 'Save'

Uploading Multiple New Customer Addresses:

- · Click on the 'Download' link after 'Download Template'
- Enter in your addresses on the template and save the template to your computer's desktop.
- Next click on 'Choose File', select your saved template and click 'Open'
- · Your file name will display after the 'Choose File' button.
- Next click 'Upload', and your new addresses will appear in the address list below.

Note: Currently, users are unable to download their existing customer address information from another Essendant website like Azerty.com or OrderUSSCO.com for uploading onto Empower. If you require assistance with this, please contact Customer Technical Support (CustomerTechnicalSupport@essendant.com).

To search a saved address, enter your search criteria in the search bar above.

Deleting an Address:

- Place a checkmark in the address line you would like to delete. Click the Trash Can Icon to remove address.
- You can select more than one address to delete at a time.

Modifying an Address:

 Click on the address name and modify address information in the pop-up box, click 'Save'