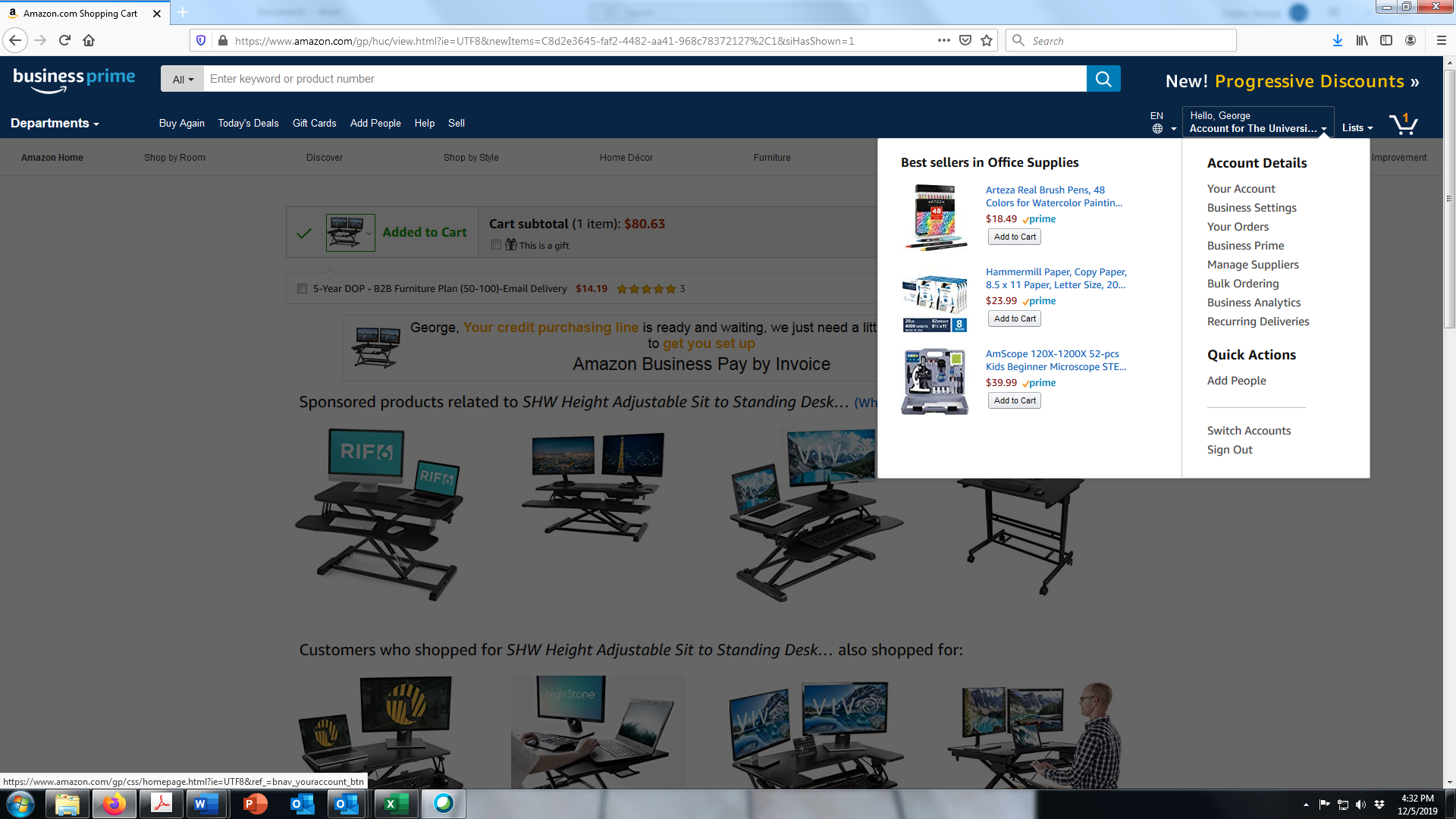
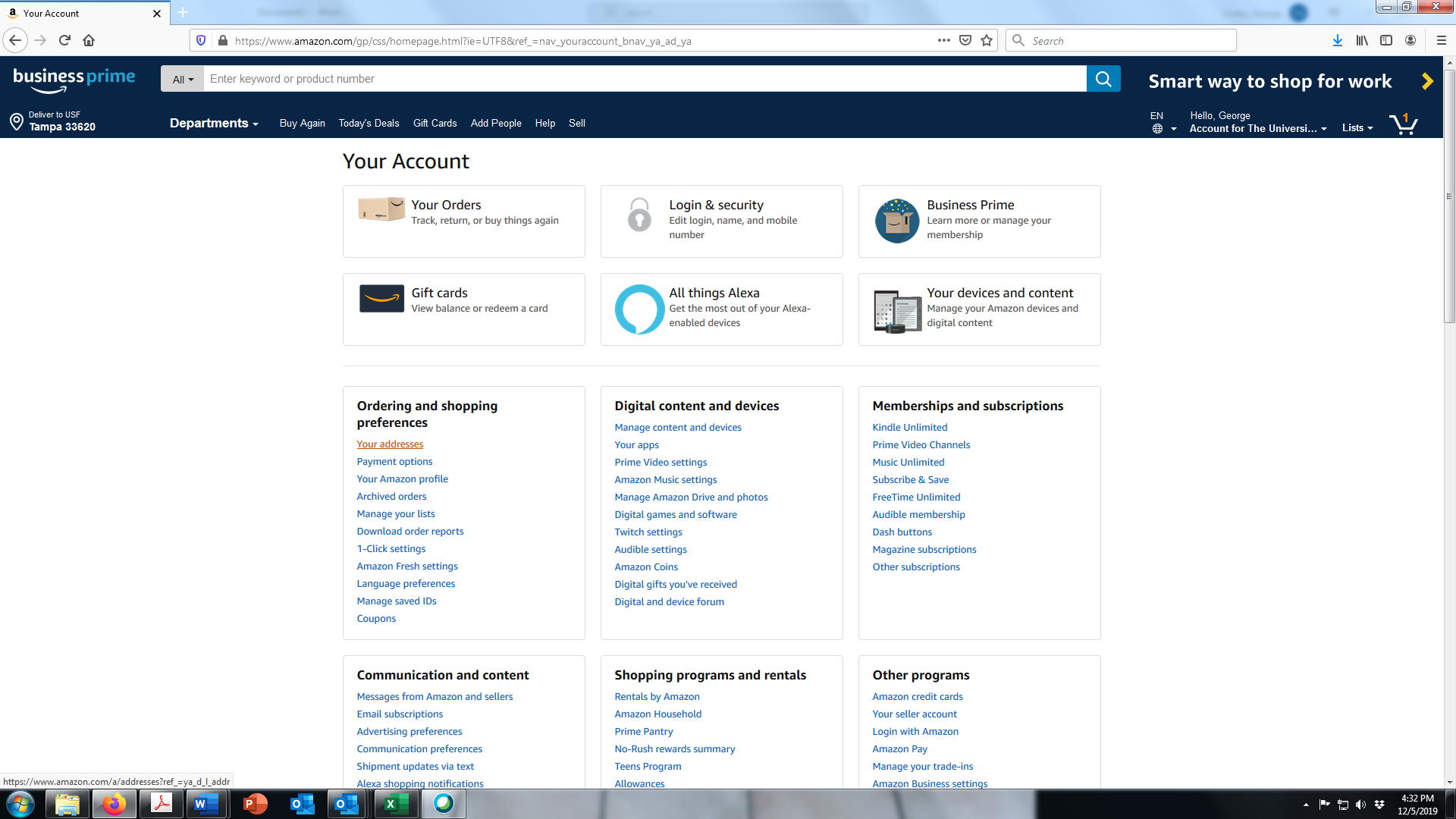
**University of South Florida**

**Amazon Business Ship-To Set Up Instructions**

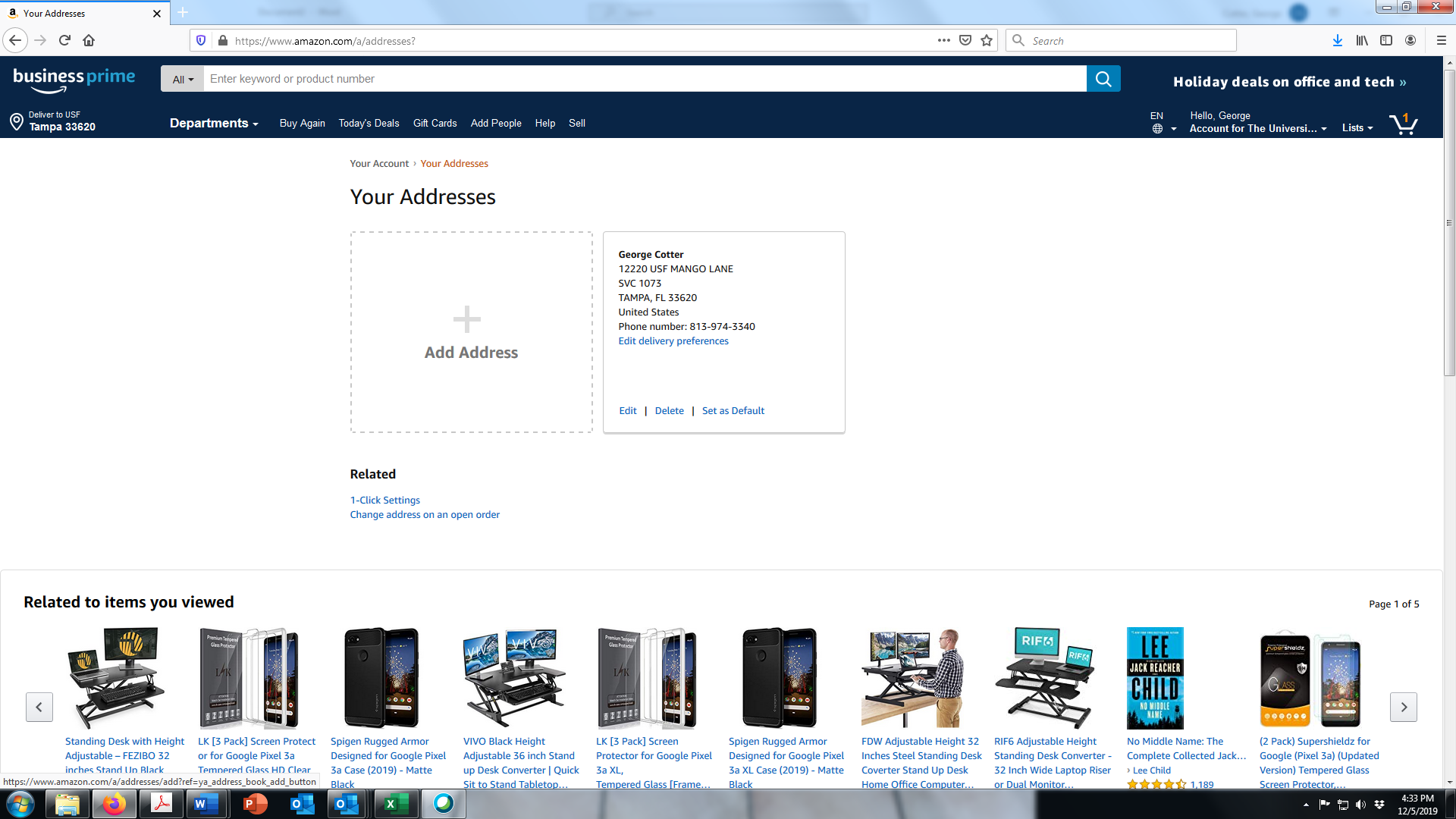
1. Sign in to your USF Amazon Business Prime account.
2. Go to Your Account



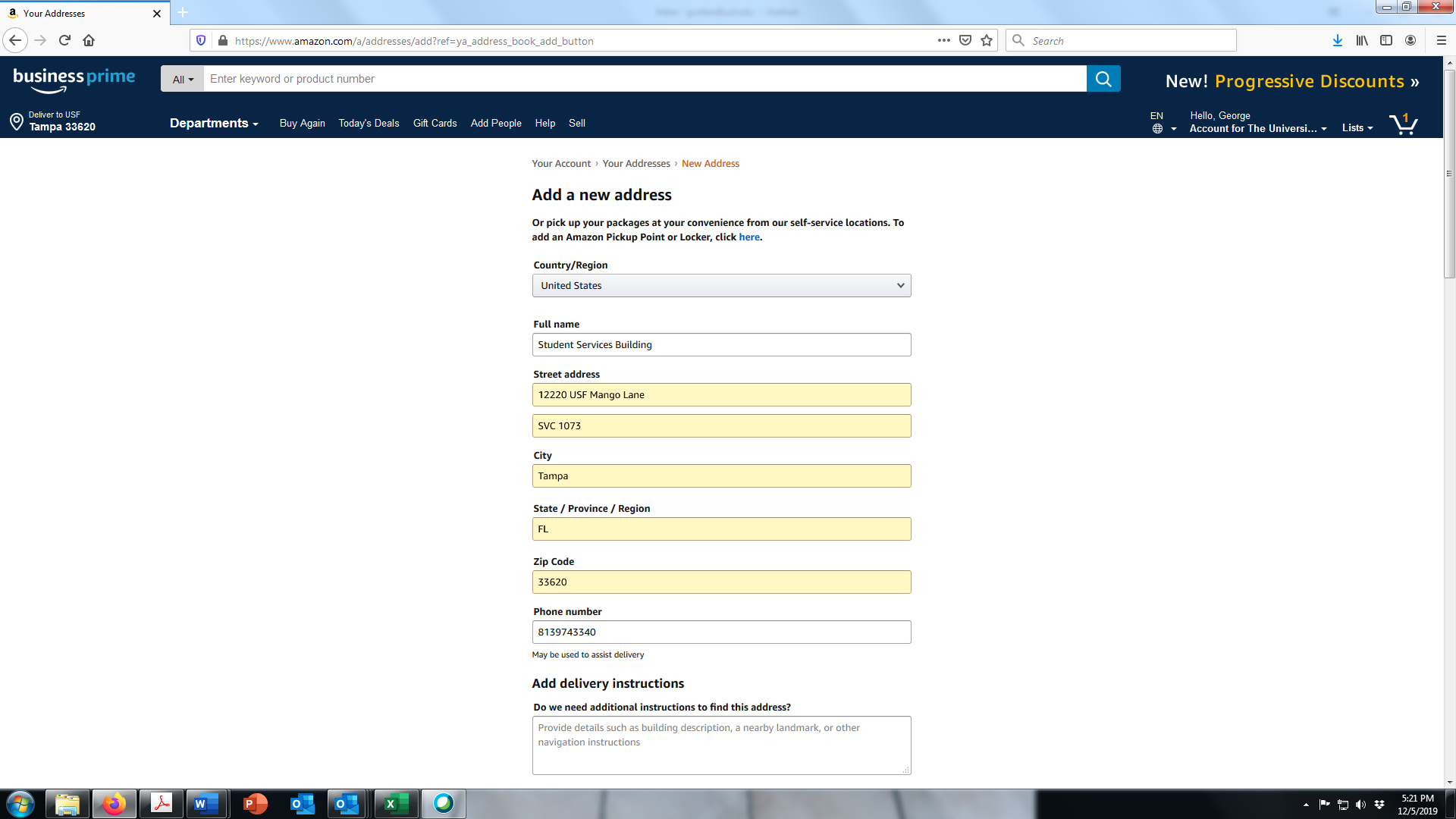
1. Go to Your Addresses



1. Click on Add Address. You can add as many addresses as you like & set a default.



1. Fill in the Add a new Address to support Amazon delivery



Physical Address

Mail Stop

Additional Delivery instructions

Location Name

1. When you check out, you will be able to add an attention to name, or department name, so that it is clearly labeled on the shipping label.