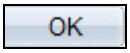
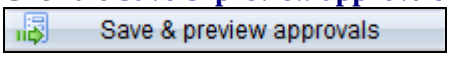
Change Shipping Address: Individual Line Item

Step	Action
1.	To ship an item to an address that is not your default address, click the **Modify Onetime Address** link.
2.	Your current default address will display. Highlight and delete address fields as necessary.
3.	Enter the new address into the **Address 1** field.
4.	If needed, enter the desired information into the **Address 2:** field.
5.	Change additional address fields as needed.
6.	Click the **OK** button. 
7.	Click the **Save & preview approvals** button. 
8.	Click the **Submit** button.
9.	This completes this tutorial. **End of Procedure.**