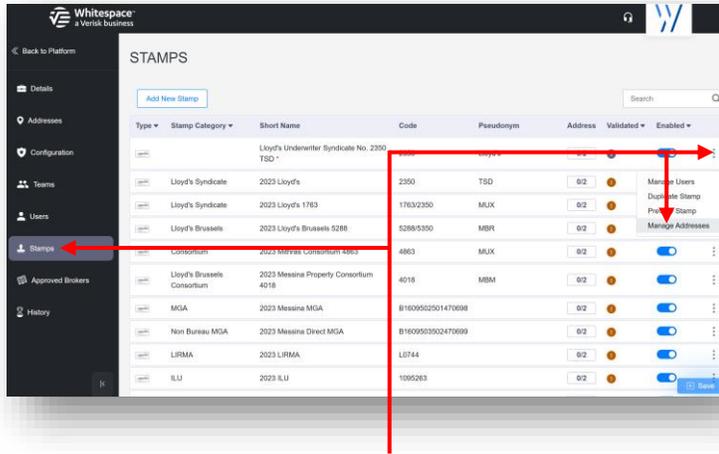


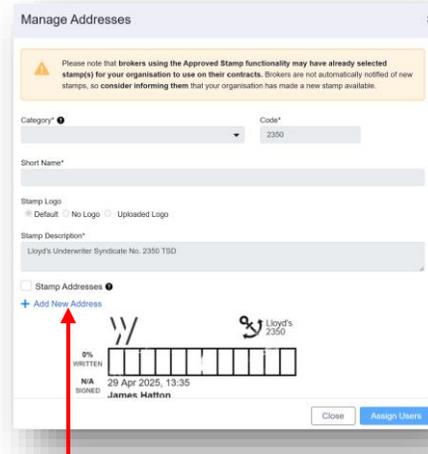
Adding Addresses to a Stamp

1.



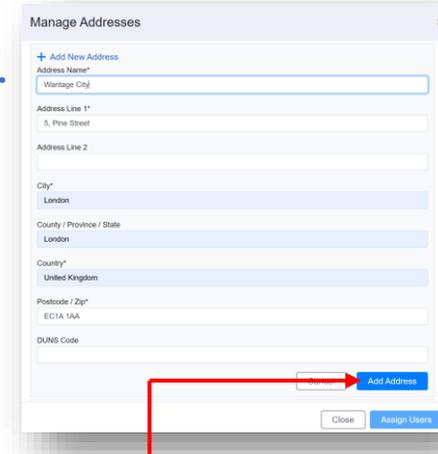
Up to two physical business addresses can be added to a stamp from the Admin portal's Stamps panel. Click on the stamp's three-dot icon and select 'Manage Addresses'.

2.



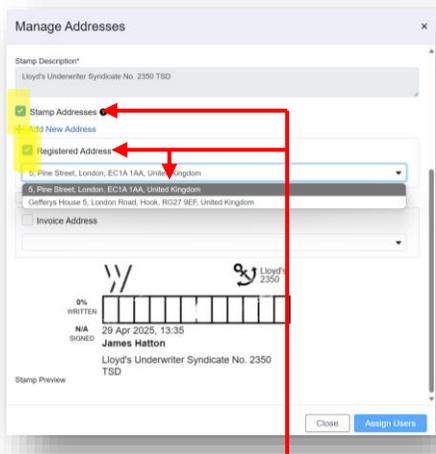
Stamp addresses are separate to corporate addresses. If there are no stamp addresses configured in the system yet, or you need to add a new one, click the '+ Add New Address' button.

3.



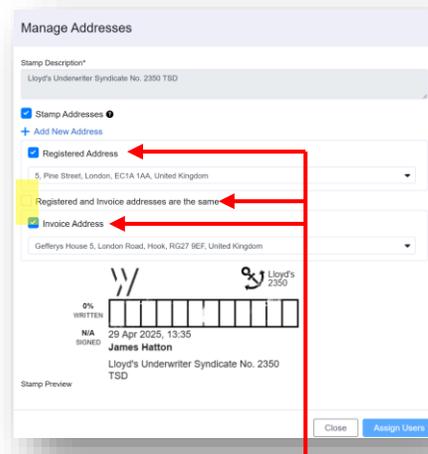
Fill out the address form. Organisations using DUNS/+4 codes should add either their 9-digit or 9-digit + 4-character code in the 'DUNS Code' box. When complete, click 'Add Address'.

4.



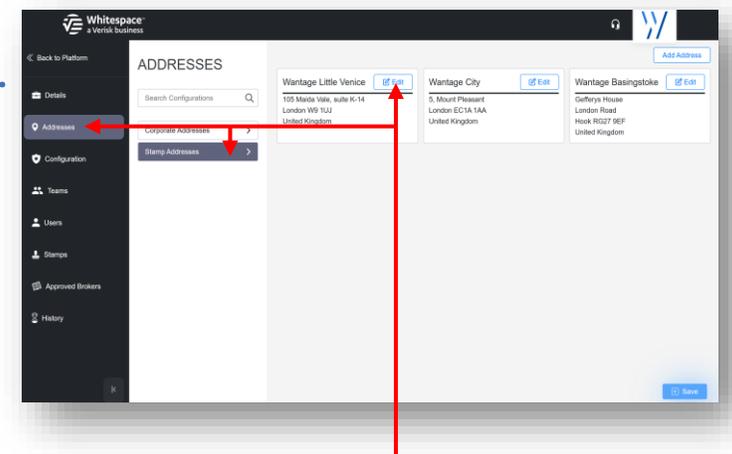
Tick the 'Stamp Addresses' box on the 'Manage Addresses' window. Click on the drop-down list to select the relevant address or untick the box to remove the selected address. Broker admins can see stamp addresses.

5.



You can add registered and/or invoice addresses, or tick the 'Registered and Invoice addresses are the same' box to use one address entry for both.

6.



Open the 'Stamp Addresses' pane of the 'Addresses' tab to view, edit, and add addresses. Stamp addresses – and the addresses assigned to a stamp – can be freely updated. Address changes are applied to new lines written with associated stamps. They do not update existing lines.