




ASHWORTH

'HOW TO' ADD A NEW ADDRESS TO YOUR ACCOUNT

A quick guide on how to add a new delivery address on your account on ashworth.uk.com in 4 easy steps.



My Account
My Orders
My Details
Order Tracking

LOG IN TO YOUR ACCOUNT

Log in, then click on your name and account number at the top of the page, then select '**My Details**' from the drop-down menu that appears.

STEP 1**STEP 2**

SELECT 'ADDRESS MAINTENANCE'

Locate the **Address Maintenance** section. This section will only appear if your user permissions allow you to edit delivery addresses.

Address Maintenance

Here you can edit, remove, and add different addresses to your account.



Add a new address



INPUT ADDRESS DETAILS

Proceed to enter the new delivery address including a name and contact number for the site. Ensure all required fields are filled.

STEP 3**STEP 4**

CHECK & SAVE

Once you are happy, click the save button to save the new address. This address will now appear as an option whenever you place orders on your account.



Save & Proceed



If you lack the permission to edit email addresses and require it, speak to your Account Owner for assistance!



For more information email us at enquiries@ashworth.uk.com or contact your local sales office.