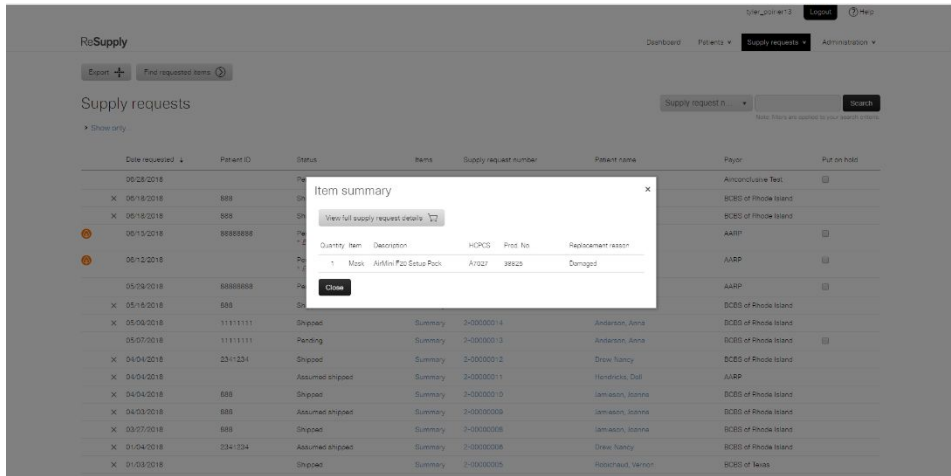


MT Guide: Managing supply requests

How do I enter a temporary address?

If a patient indicated that a temporary address needs to be used for shipping, you can enter this information in the supply request. This does not update the patient's permanent address on file.



Step-by-step instructions

Edit a shipping address for an individual supply request

1. On the Supply request page, in the Shipping section, click **Edit**.
2. Enter the temporary address you want to use for this supply request.
Note: Do not select the **Update patient's profile with the above shipping address** check box.
3. Click **Save**.