

Dell Premier

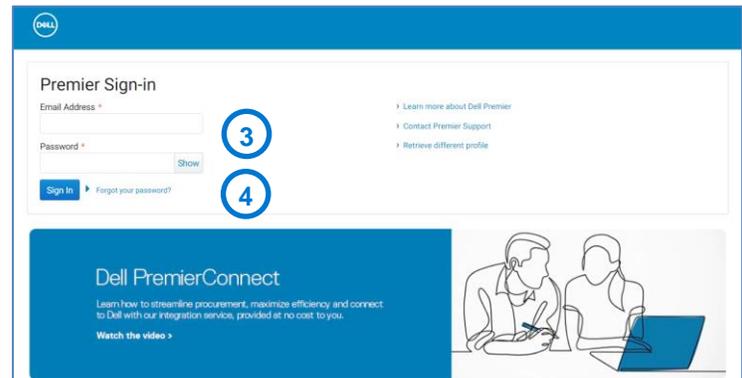


Managing Your Address Book

Dell Premier is your own, secure, personalised purchasing and support website enabling an easy, efficient and economical buying process. With Dell Premier, we have created the ability for you to manage your addresses without the need to engage Dell.

Logging into your Premier Page

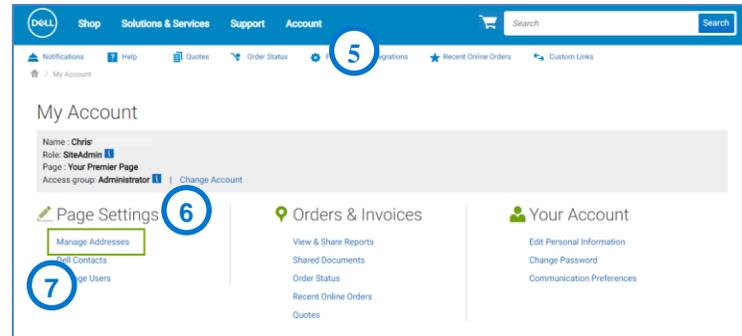
1. Go to <https://premier.dell.com>
2. Click on “Premier Login”.
3. Enter your e-mail address and your personal password.
4. If you do not remember your personal password, click on the “Forgot Password” link, enter your e-mail address, and click “Continue.” We will e-mail you a link to a page where you can easily create a new password.



Accessing your Address Book

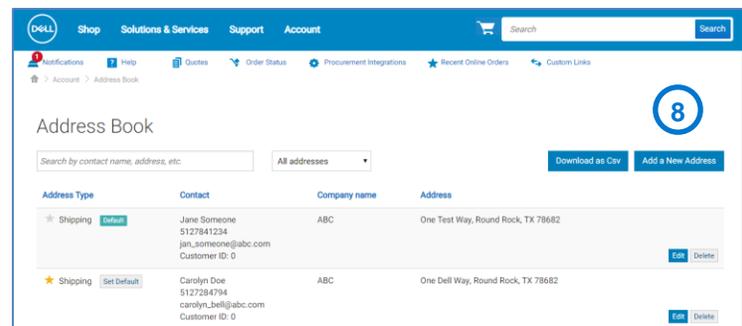
Once you have signed into Premier, you will land on the Premier homepage. To access and personalize your Address Book :

5. Go to “**Account**” located on top of your Premier Page”.
6. You will see the “**Page Settings**” section
7. Select the “**Manage Addresses**” link.



If you have Admin rights, clicking “Manage Users” provides a list of users and their access rights including rights to manage addresses.

8. If there are no previously saved addresses or if you need to ship to a different address than what is displayed, you can **add a new address**.



9. Select the checkbox to indicate the type of Address (Shipping, or Billing if applicable)
10. Choose **the priority** to be applied to this newly created address and check that all required fields are populated.

Managing your Address Book

Applying a priority gives you the ability to set a single address as a default. This default address prepopulates during checkout. Or you can designate multiple addresses as favorite, so they appear higher on the list for faster access. At any time, you can **change the priority of an address** which will only take effect in your user profile.

Your Address Book allows you to access a list of saved addresses, view the priority applied to each address, if it's shipping or billing address and the date when it was last modified.

Use the available real-time filtering **search box** to quickly find an address or **filter** by Shipping or Billing addresses.

If your Address Book is not locked, you can make changes to an existing address by selecting **"Edit"**.

If you want to arrange your address book differently, you can sort addresses by using the **column headers**.

Address Type	Contact	Company name	Address
Shipping Default	Jane Someone 5127847234 jan_somene@abc.com Customer ID: 0	ABC	One Test Way, Round Rock, TX 78682
★ Shipping Set Default	Carolyn Doe 5127284798 carolyn_doe@abc.com Customer ID: 0	ABC	One Dell Way, Round Rock, TX 78682
★ Shipping Set Default	John Somebody 5127284797 christelle_le_moucheux@dell.com Customer ID: 0	XYZ	1 Dell Way, Round Rock, TX 78682-0001

Premier Website Support Teams

The two main teams available to assist with most requests that may arise about Premier pages are the Premier Helpdesk and the Premier Account Managers.

Premier Helpdesk

The Premier Helpdesk is the support team for all technical queries relating to Premier, B2B/PremierConnect and Global Portal pages. This team provides assistance with technical issues relating to site performance, stability as well as issues with logging in to the site.

Premier Account Managers

The Premier Account Managers (PAM's) provide administrative and maintenance support for ALL Premier Pages. They work closely with the Dell sales teams to ensure a Premier page is optimized and meets customers' purchasing needs.

Engage the Premier Website Support Teams

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