Log in under <u>CSX iSupplier Portal Access</u>

Go to Admin tab

On the left, click on Address Book

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You will see your current addresses there. You can update them by clicking on the Update pencil or remove them by clicking the trashcan. Be aware that if you remove an address you MUST create a new one or there will be no payment address in your file.

To add a new address click Create

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Enter United States in the Country. If this is a Foreign address, we will be contacting you on Foreign compliance matters before this address is accepted.

Fill in all required information plus phone number for our records. Click on Payment Address so we know it is the Remit to address. For the Address Name, the format is P State Abbreviation, First 3 digits of the city and then first 6 of the Address. Example below: P FLJAC123MYPL

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Hit Save.

It will then be sent to us for review. If there are questions, you will be contacted or a note sent back through your account.