

digital vault *DFS*: How To

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Create a Distribution List *(and Add a New Recipient)*

Step 1: Click **My Account** to enter "Address Book Maintenance."

Step 2: Click **New List**.

Step 3: Enter your Distribution List Name.

Step 4: Click **Continue**.

Step 5: Select the guests you want to add to your list. Place a checkmark next to the names from the Available Guests list on the left of the screen and click **Add to List**.

Step 6: Add a recipient by clicking **New Recipient** if they don't already appear on your list. Fill in the recipient's information as required. You must have their e-mail address, first and last name, complete shipping address and phone number.

Step 7: Click on **Save New List** once your list has been built.

Using a Distribution List from the Checkout Screen

Step 1: Click on **Add Distribution**.

Step 2: Select the appropriate distribution list from the drop down menu at the top of the page.

Step 3: Place a checkmark in the box next to the recipient you would like to add to the order and click the **Add to Order** button.

Step 4: Click the **Edit** button to the right if you need to add a recipient to your distribution list and select the recipient from your address book and click **Add to List**.

Step 5: Add a recipient by clicking **New Recipient** if they don't already appear in your list. Fill in the recipient's information as required. You must have their e-mail address, first and last name, complete shipping address and phone number.