UMeNET Profile: Invalid Fields

UMeNET requires that all users have a Shipping and Billing address defined in their profile. First time users will be prompted with the following message upon each login until these addresses are entered:

1. Select OK.

![Image 1](image1.png)

2. On the next screen, select 2 Account/Ship.

![Image 2](image2.png)

3. The Default Billing Address should say Accounts Payable Suite 750. If it doesn’t, click the dropdown arrow and select Search for more....

![Image 3](image3.png)
4. Click the **Select** button located to the right of the search result named **Accounts Payable Suite 750**.

5. Click the dropdown arrow for **Default Shipping Address** and select **Search for more...**

6. Search for **your** departmental address. Select a **Search Field** by clicking the **Field dropdown arrow**. The Search Field can be changed between **Name** (building name), **Street** (physical mailing address), **Campus** (Medical/Coral Gables/Rosenstiel), and **Department** (department name). Once the search field is selected, enter the search criteria and select **Search**.
7. Scroll through the list and click the **Select** button located to the right of the correct address.

8. Select **Next**.

9. Select **Submit**.

You will then be brought to a confirmation screen. You will also receive an email from UMeNET advising your profile has been updated. The Invalid Field prompt will not appear the next time you login to UMeNET. Instead, you will automatically be brought to the UMeNET Dashboard.