

# How to Add a Mailing Address

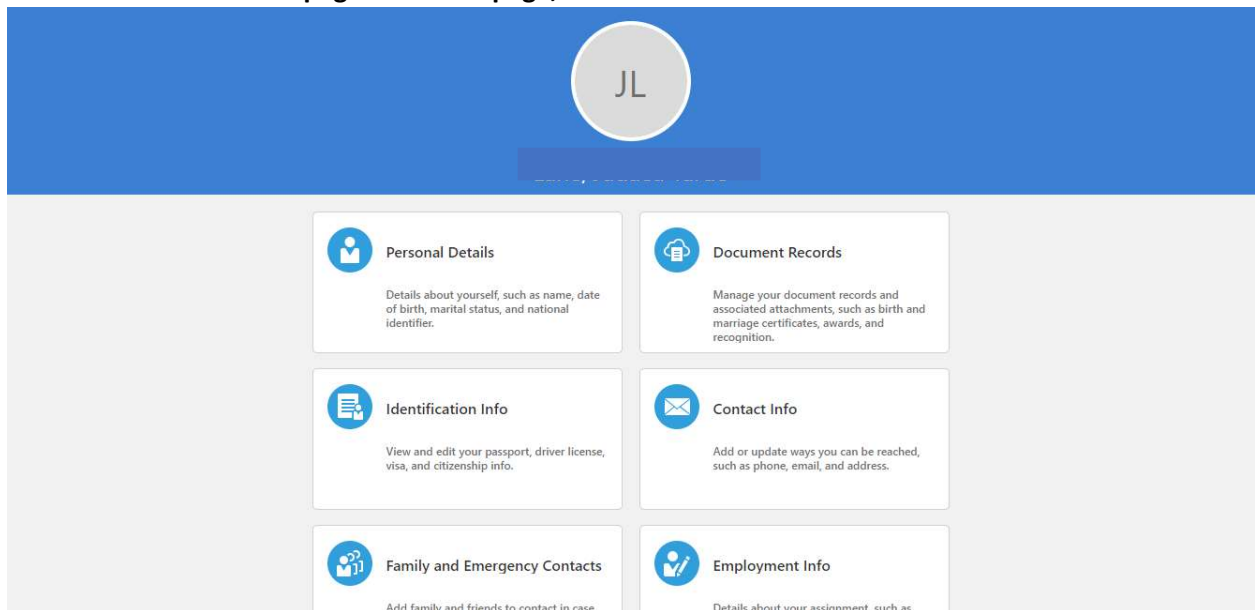
## About

This section describes how to:

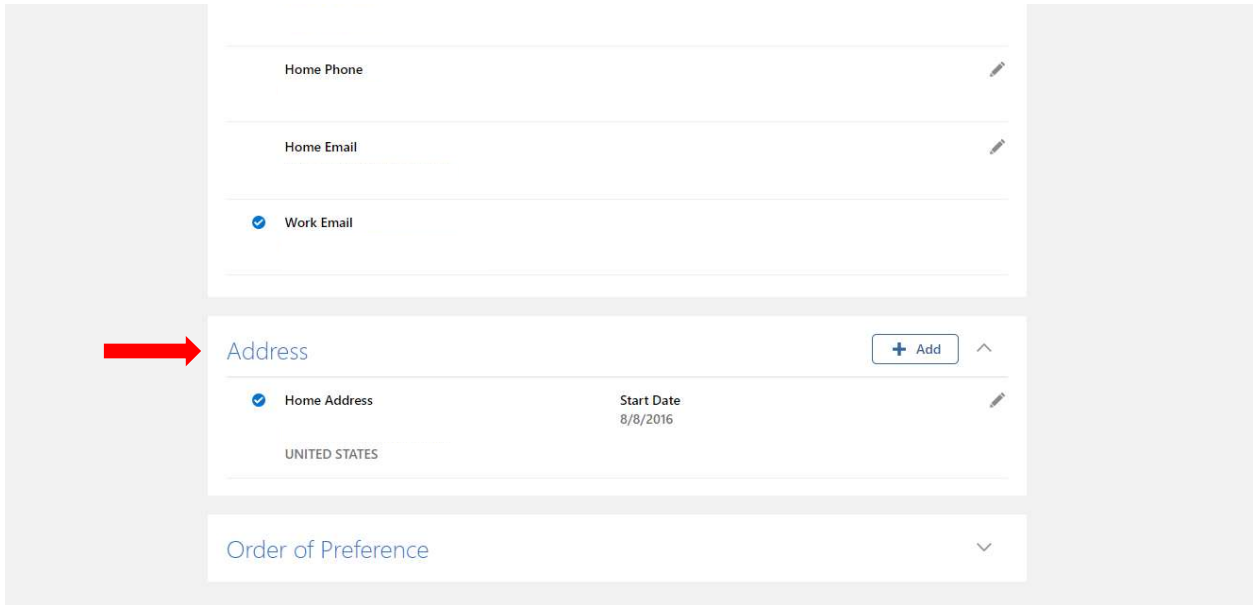
- View and verify your primary mailing address
- Add a mailing address.
- Designate a primary mailing address


### How To:


1. Navigate to the “Personal Information” page. For steps on navigating to this page, see page 4. On this page, click on Contact Information




Clicking on contact information will bring you to this page. To edit your contact information, stroll down and click the “Add” button at the top.




Home Phone 


Home Email 

Work Email

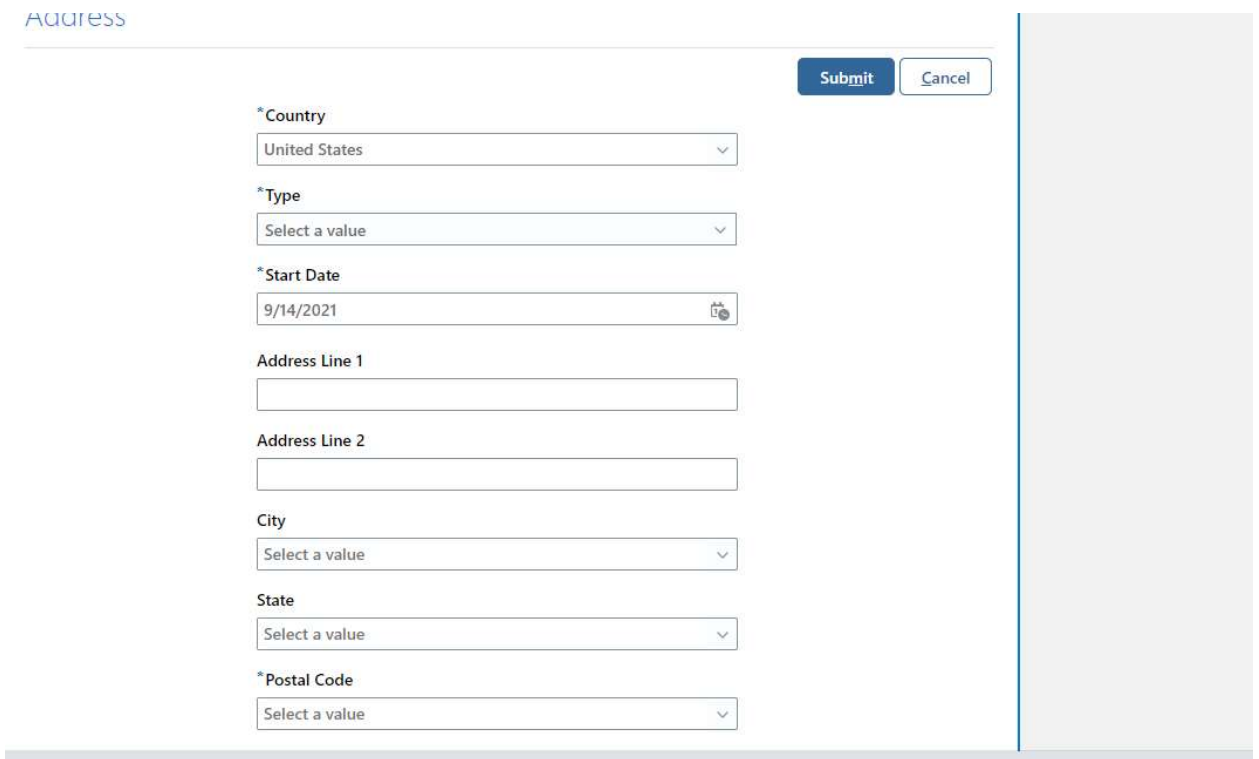
**Address** + Add 

Home Address Start Date   
8/8/2016

UNITED STATES


Order of Preference 


The following screen opens: Fill out all required fields. To save time, input the zip code of the mailing address, which will bring up the following screen:




Address

Submit Cancel


\*Country  
United States 


\*Type  
Select a value 


\*Start Date  
9/14/2021 

Address Line 1

Address Line 2

City  
Select a value 

State  
Select a value 

\*Postal Code  
Select a value 

After filling out the required fields and pressing submit, the screen returns to this:

The screenshot shows a web interface for managing addresses. At the top left is the title 'Address'. To the right of the title is a '+ Add' button and an upward-pointing chevron icon. Below this is a table with two rows of address information. The first row is for a 'Temporary Offer Address' with a 'Start Date' of '9/14/2021'. The second row is for a 'Home Address', which is selected with a blue checkmark, and has a 'Start Date' of '8/8/2016'. Each row has a pencil icon to its right for editing. Below the table is a section titled 'Order of Preference' with a downward-pointing chevron icon.

Address Type	Start Date	Action
Temporary Offer Address	9/14/2021	[Pencil]
<input checked="" type="checkbox"/> Home Address	8/8/2016	[Pencil]

Order of Preference [Chevron Down]

**If you are updating your Home Address, click on the pencil symbol (not the plus sign).**