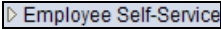
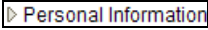
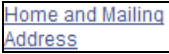

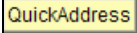
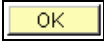

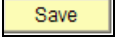




Edit Address via Employee Self-Service

1.	<p>Click the Employee Self-Service link.</p> 
2.	<p>Click the Personal Information link.</p> 
3.	<p>Click the Home and Mailing Address link.</p> 
4.	<p>Click the Edit button adjacent to the address you wish to update.</p> 
5.	<p>On the Edit Mailing Address page, click the QuickAddress button.</p> 
6.	<p>The QuickAddress Address Selection page opens.</p> <p>The <i>Quick Address</i> (QAS) system validates addresses against the latest U.S. Postal Service address file. QAS also automatically corrects misspellings, applies preset address standards and auto-fills missing information (county, 4 digit code).</p> <p>The first step is to enter the street address in Address Line 1 field.</p>
7.	<p>Rather than enter the City and State, you can simply enter the 5-digit postal code (zip code) in the Postal Code field.</p>
8.	<p>After entering the Postal Code, select [Enter] on your keyboard. This will cause the City, State and County to automatically enter.</p> <p><i>In some areas, one postal code applies to multiple cities and towns. For example 04401 is Bangor, Glenburn and Veazie. When a shared postal code is entered, a warning message will appear and the predominant, most likely city will enter by default. If the "predominant" city is not correct, delete it and enter the correct city.</i></p>
9.	
10.	<p>If QAS has no record of the address you entered, this screen appears. You have three options:</p> <ul style="list-style-type: none"> * Display all street numbers - this lists all addresses that most closely match the address you entered and you can enter the most closely matching address. * Use Original search address - This prompts QAS to accept the address you originally entered. * Edit original search address and search again - this returns you to the screen where you entered the address and allows you to edit the address.

Quick Guide



11.	<p>If QAS was able to validate the address you entered, the address text will appear grayed-out. Notice the address is entered in the proper case and the 4- digit postal code was added.</p> <p>If QAS incorrectly altered the address, click the Override link to change the address entered by QAS.</p> <p>When the correct address is entered, click the OK button.</p> 
12.	<p>By default, the new address will go into effect on today's date. If the address should not go into effect until a future date, click on the calendar icon in the <i>Date Change Will Take Effect</i> section.</p> 
13.	<p>Look up and click on the appropriate date to select it.</p>
14.	<p>Click the Save button to save your changes.</p> 
15.	<p>On the Save Confirmation page, click the OK button.</p> 
16.	<p>Click the Return to Self Service link.</p> 
17.	<p>End of Procedure.</p>

Section

