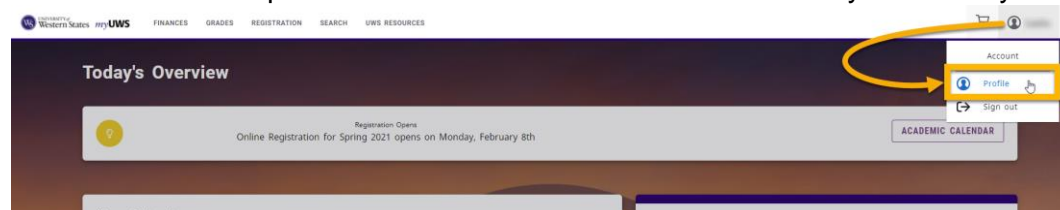


Updating Your Address Information

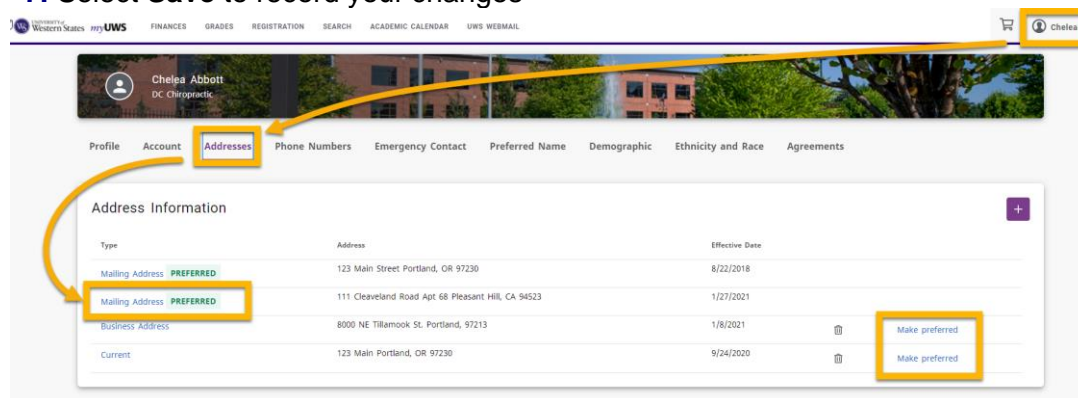
You can view and update the address information that is currently on file for you.



Editing Your Preferred Address

You can update the *Preferred Address* that you want UWS to use to contact you.


1. Select your name
2. Select **Profile**
3. Select the **Addresses** tab
4. View your *Current Preferred* address
5. Select **Edit Address**
6. Enter the necessary changes to your preferred address
7. Select **Save** to record your changes



Adding a New Address +

If you will be residing in a different address in the future, you can add that address information

1. Select your name
2. Select **Profile**
3. Select the **Addresses** tab
4. Select +
5. Select the 'Address Type' you want to save
6. Enter the information for the new address
7. * fields are required
8. Select Save

Change your Preferred Address	1. For the address you want UWS to use to contact you, select Make Preferred .
Add a New Address	1. Select + to add Address on the Card View or Add Address on the List View. 2. Select the 'Address Type' you want to save 3. Select Save to record your new address.
Edit an Address	1. For the address you need to update select the Type (Mailing, Current, Business, Permanent) 2. Update necessary fields to change the address 3. Select Save to record your address changes
Delete (make inactive) an Address	1. For the address you need to make inactive, select  2. Select Delete Address in pop-up to confirm