ADDRESS INFORMATION

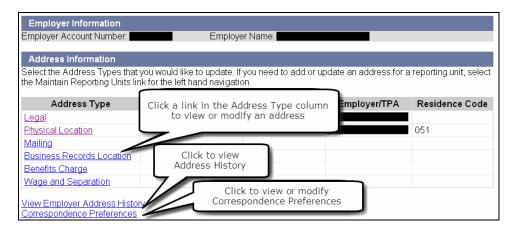| Introduction	This section describes how to:
	• View and modify the **primary address information** on an Employer account.
	• View Employer address **history**.
	• View and modify **Correspondence Preferences** that designate whether you receive official correspondence from DUA via **US Mail**, or **Email**.
Additional Information	An Employer account can have up to six different types of addresses:
	• Legal
	• Physical Location
	• Mailing
	• Business Records Location
	• Benefits Charge
	• Wage and Separation
	There can only be one address per address type.
	NOTE: An Employer can have reporting units attached to the primary account. Two types of addresses are allowed on each reporting unit: Physical Location and Wage and Separation.
	Address maintenance for reporting units is performed from **Maintain Reporting Units** page (and not the Address Information page). See the section *Maintain Reporting Units* under *Account Maintenance* for instructions.

Navigating to the Address Information Page

1. Log in to QUEST and click **Account Maintenance**.
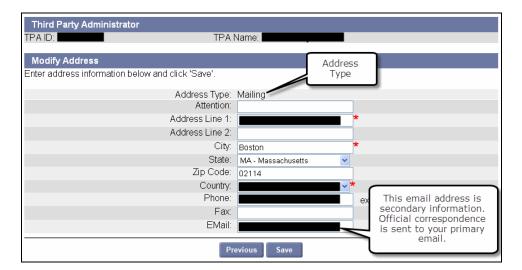
2. Click the **Address Information** link.

   - View and modify each type of address
   - View an address history with list events associated with address changes in the past.
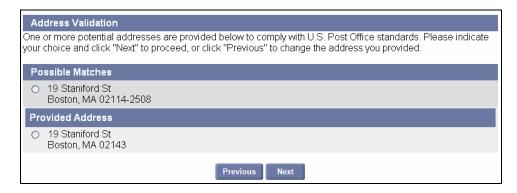   - View or modify Correspondence Preferences

Viewing or Modifying an Address

1. Display the **Address Information** page using the instructions in the previous section.

2. Click one of the links in the Address Type column to display address details for that address type (if any).

3. The **Modify Address** page appears. Make changes as necessary and click **Save**. (Return to the Address Information page without saving changes by clicking **Previous**.)
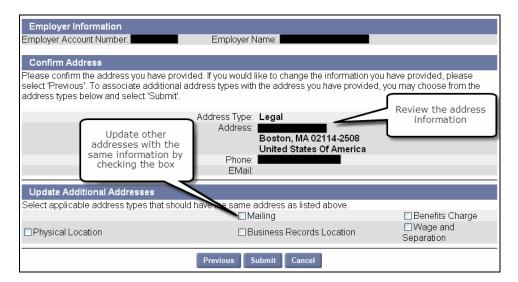
4. In the **Address Validation** page, select the address that is closest to your actual address. Click **Next**.

> NOTE: Any time an address is saved, the **Address Validation** page appears. Select the closest match. If applicable, select the address with the 9-digit extended Zip code (known as "Zip +4").

5. Review the changes (if any) displayed in the **Confirm Address** area.
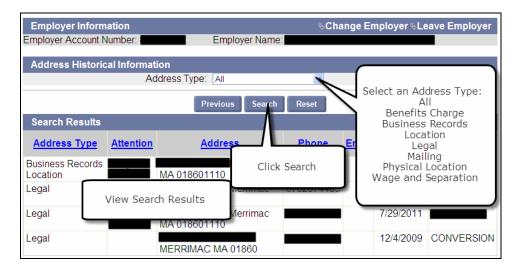

6. Optional: update other addresses with the same information by checking an additional address box.

7. Click **Submit** to save the changes. (Click **Previous** to return to the **Modify Address** page. Click **Cancel** to return to the **Address Information** page.)

> NOTE: If you assign a TPA the **Wage and Separation Mailing** role and **Benefits Charges Protest Submission** role, the TPA will receive the hard copy bill/correspondence from DUA, and their address will be listed under Address Information. If you want to change the address for benefits charges protest and wage and separation, the TPA's assignment must be changed to **Benefits Charges View Only**. See the section on *TPA Authorization* for instructions on changing TPA roles.

Viewing Address History

1. Perform the steps in the section, *Navigating to the Address Information Page.*

2. Click **View Employer Address History**.

3. Select an **Address Type** and click **Search**. View the search results displayed below the search grid.

Viewing or Modifying Correspondence Preference

1. Display the **Address Information** page using the instructions in the previous section.

2. Click **Correspondence Preferences**.

3. The **Communication Method** page appears. Select **Email** or **US Mail**. Enter an email address.

4. Click **Submit**.