# U.S.P.S. Change of Address Instructions

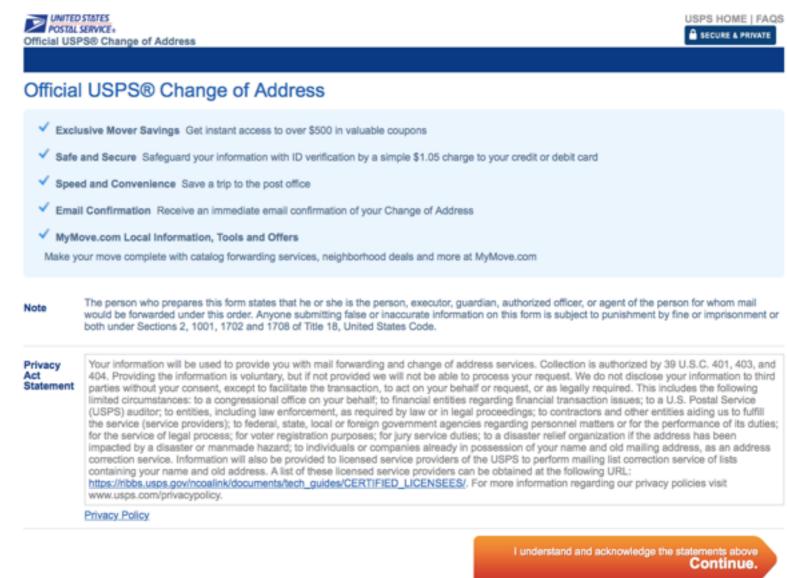
In order to ensure continued and timely delivery of all mail, please follow these easy directions to update your new address.

## A) Follow this link to the U.S.P.S. Request for Address Change Page: <u>https://moversguide.usps.com/icoa/home/icoa-main-flow.do?execution=e1s1&\_flowId=icoa-</u>

### main-flow&referral=SEM-phraseD-MSN-B&kwd=USPS\_CoA

1) The link should bring you to this page.

2) Read the Privacy Act Statement and follow the website's instructions.



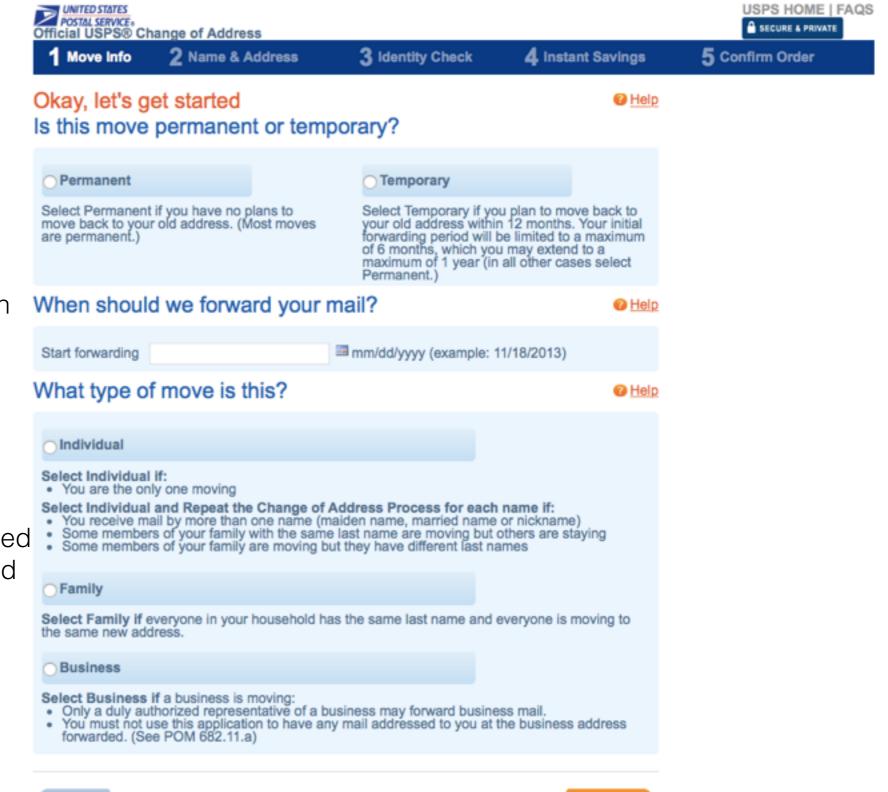
Need to view, update or cancel a Change Of Address order you already submitted?

### B) Indicate the type of move you will be performing.

1) Select permanent move.

2) Select the date you desire to begin forwarding your mail to your new address. (We recommend using the date of your move.)

3) Select "Individual" or "Family" based on your situation and the criteria listed under each selection.

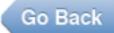


C) In the proceeding step, you will need to enter in your personal information, current and future address, and contact information.

	PS® Change			Check 4 Insta	nt Savin	USPS HOME	
	er your name		Gradinay	onoon ymou	@ Help	Verify Informati	
Name	First		/II (optional)	Last		Forwarding Date: Start on 12/18/2015	
Suffix	(none)	\$ e	xamples: Jr.	Esq.		Permanent or	201
Enter your old address.					Help	Temporary Move: Permanent	
Street	Include your applicable. USPS will st different on	r apartmen tandardize the next pa	t, suite num your addres	ber, or P.O. Box, ss so it may look	if	Type of Move:	
City							
State	Select a St	ate 🗘					
ZIP Code		Auto-MI your ZIP Cod	R.				
Enter your	new address	s.			Help		
Street	Include your applicable. USPS will st different on	r apartmen tandardize the next pa	t, suite num your addres	ber, or P.O. Box, ss so it may look	if		
City							
State	Select a Sta	ate 🗘					
ZIP Code		Auto-Mi your ZIP Cod	le i				
This resid	dence was bu	ilt in the la	st 6 months.	More Info			
Enter your	contact infor	mation.			Help		
We respect address o We use yo confirmatio	r your privac r phone num ur contact info on. (Read	cy and will ber with a prmation to our privac	I never sha ny unautho send your i y policy)	re your email prized third part transaction	ties.		
Email Address Confirm Email	Confirm you	r email ad	dress by typ	ing it again:			
Home Phone Mobile Phone							

D) You will need to verify your identity through a valid credit or debit card in your name. This card will be charged \$1.05 for the verification process. The office will reimburse you for this charge (Instructions to follow).

#### Identity Verification (part 1 of 2) 🕜 Help For your security, we need to verify your identity using a valid credit or debit card. It must be charged \$1.05. We accept these cards: Symantec ABOUT TRUST ONLINE Billing To verify your identity, the address on file with your credit address card company must match the address you select. 2985 AURORA AVE APT # BOULDER CO 80303-7720 2985 AURORA AVE APT # BOULDER CO 80303-7720 ENTER A DIFFERENT ADDRESS Enter another address only if your credit card billing address is different than your new or old address.



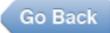


D) You will need to verify your identity through a valid credit or debit card in your name. This card will be charged \$1.05 for the verification process. The office will reimburse you for this charge (Instructions to follow).

Identity Verification (continued): please enter the rest of your credit or debit card information. For your security your card must be charged \$1.05.

This transaction is for your own security and helps to prevent fraudulent change of address orders from being submitted. We need to charge a credit or debit card \$1.05. More info >

We accept these cards:					
Cardholder's Name	Please enter a valid cardholder's name.				
Card Number					
Security Code	?				
Expiration Date	Month    Year				
Billing Address	2985 AURORA AVE APT # BOULDER, CO 80303-7720 <u>Edit</u>				
Click here to verify my information is correct & I understand I'll be charged \$1.05					





E) In the final step, look over your entered information before confirming your address change request. After confirming your information, you will be emailed a confirmation letter for your records. You can print either the online or emailed confirmation page and bring it to the office where we will reimburse you for the charge.

\*\*Please feel free to contact the office if you have any questions or concerns regarding your request for change of address.