

# [Add a New Address]

The UF Directory is the sole authoritative source of employee addresses and is used to generate mailings for official university business. Use this instruction guide to add a new address in the UF directory.

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- ▶ Log on to myUFL (my.ufl.edu), using your GatorLink username and password
- ▶ Navigate to My Account > Update My Directory Profile
  - ▶ Each of the orange headings is a link to information
- ▶ Select **Addresses and Phone Numbers**
- ▶ Select the **Add New Address and Related Phone** link
- ▶ Select the type of address you want to create. The Address Type options include:
  - ▶ **UF Business Mailing Address** – Official University communications are sent to this address. Please enter a Campus PO Box
  - ▶ **UF Business Physical Location Address** – Please enter a Campus street address or building and room number. The County designated in this address is used to report employees' important information to state and federal agencies
  - ▶ **Local Home Mailing Address** – Please enter a PO Box or Street Address here. Tax information (W-2's), travel reimbursements (if not using direct deposit), UF Benefit information and communications from benefit vendors are sent to this address
    - ▶ NOTE: The Florida County listed for this address determines your choice of HMO plans and workers' compensation coverage
    - ▶ Nonresident Alien payments and Treaty Exempt Wages are also sent to this address
  - ▶ **Local Home Physical Location Address** – If you use a PO Box for your permanent or local home mailing address, you should make sure this field is populated with your street address
  - ▶ **Permanent Home Mailing Address** – Please enter a PO Box, street or rural route address. This field is used for income tax reporting. Communications from the State of Florida Division of Retirement are also sent to this address
    - ▶ Nonresident Aliens must have their foreign country address in this field for 1042-S reporting with Country Code of NUSA. With the exception of foreign nationals, part-time residents and students, this address is typically the same as one's local home mailing address
  - ▶ **Parents Home Mailing Address**
  - ▶ **Emergency Contact** – Enter an emergency contact's name and street address here
- ▶ At the US Postal Service delivery standard drop down list, select **Apply US Postal Service Standardization**
  - ▶ If your address does not pass the US Postal Service validation, you can select the bypass option
- ▶ Enter your **Address**
  - ▶ There is no need to enter your name
    - ▶ If you selected the Emergency Contact address type, please enter the name of the contact person in this field
  - ▶ The **Attention** and **Recipient Lines** are optional
  - ▶ Enter the address information in the **Delivery Line**. This is a **required** field
- ▶ Enter the **City**
  - ▶ If your city is in Florida, select the County from the drop down list
  - ▶ If your city is not in Florida, select Out-of-State, or Out-of-Country as appropriate
- ▶ Select the **State** or Out-of-Country as appropriate
- ▶ Enter the **Postal Code** (Zip Code)
- ▶ The **Comment** field is not currently being used



- ▶ **Can this address be published?**
  - ▶ Select **Yes** to allow this address to be published in the public Directory
  - ▶ Select **No** to keep this address out of the public directory. Note, it will always be available for official university business
- ▶ When do you want the above address to be in effect?
  - ▶ Select **Indefinitely**
  - ▶ If this is a temporary address, you may select **Only during these dates**. Note, if you select this option, no address will appear after the last day in effect unless you enter one
    - ▶ Enter the **First day in effect**
      - ▶ The date will reflect the last time the address was added
    - ▶ Enter the **Last day in effect**
- ▶ Select the category and type one phone number that is associated with the address
  - ▶ Drop down the menu to select the **Country Code**
  - ▶ Enter the **Area Code**
  - ▶ Enter the **Phone Number**
  - ▶ Enter an **Extension** if applicable
  - ▶ Drop down the menu to select the **type** of phone number
- ▶ Press the **Submit** button
  - ▶ This will become the address and/or phone number of this type immediately or effective on the dates you entered.

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To view how your information will be displayed in the public directory:

- ▶ Select **Gatordex Home**
- ▶ Select **Published View**

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## Help

If you need further assistance, please contact the UF Help Desk at (352)392-HELP or [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu)