

Add Mailing Address

1. Click on “My Profile” from the top menu bar
2. Click on the Address/Contact tab, then click on the green + plus button next to the search bar in the ‘Account Address’ section.

Account # VA0000061 EPA #: - State Registration #: 1002850 EIN #: -

Status: Approved Account Type: Producer account for Product Registration (Manufacturer) Name Status: Current Name Type: Primary

Email Address: adai.test@agi.alabama.gov Contact: (334) 240-7244 Address: 1445 FEDERAL DR MONTGOMERY, ALABAMA 36107-1123 UNITED STATES MONTGOMERY

Additional Account Information

Name Details Address/Contact Business Relationship Employee Relationship Payment/Fees

Account Address

Address Type: Physical Address Status: Current Address: 1445 FEDERAL DR MONTGOMERY, ALABAMA 36107-1123 UNITED STATES MONTGOMERY Approval Comments: Type/Sub Type: Action: [Edit]

3. From the ‘Address Type’ dropdown, select ‘Mailing’. Fill in the remaining information, and then click the ‘Save’ button

Add New Account Address

Address Type: Select Address Type

Physical Address: [Empty]

Zip code: [Empty]

County: Select County

Address Type options: Physical, Mailing, Main, Branch, Sub-branch

Buttons: Close, Save