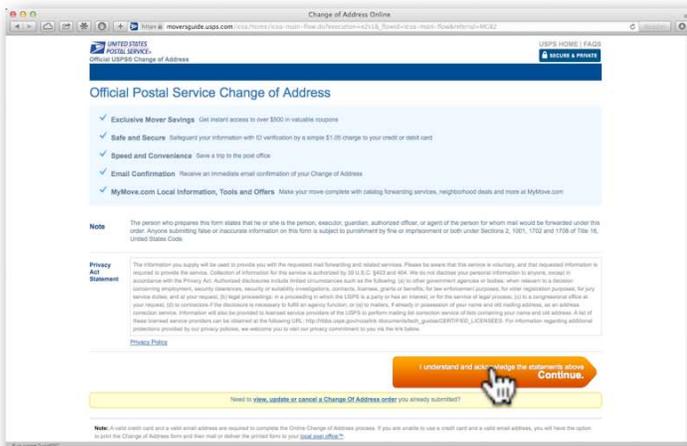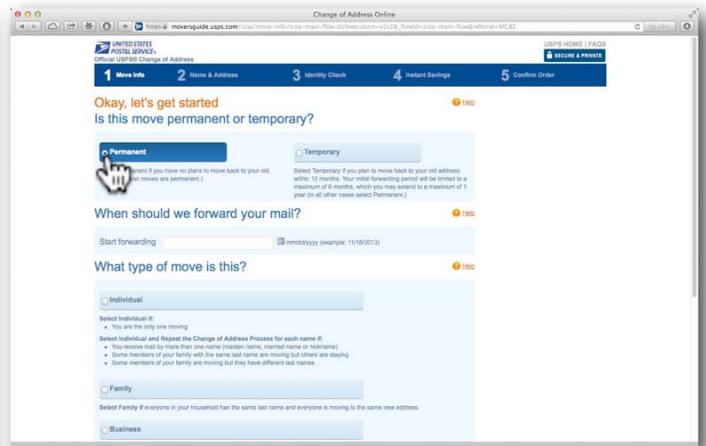# How to Change Your Permanent Mailing Address Online Through US Postal Service

(See important information on the last page)
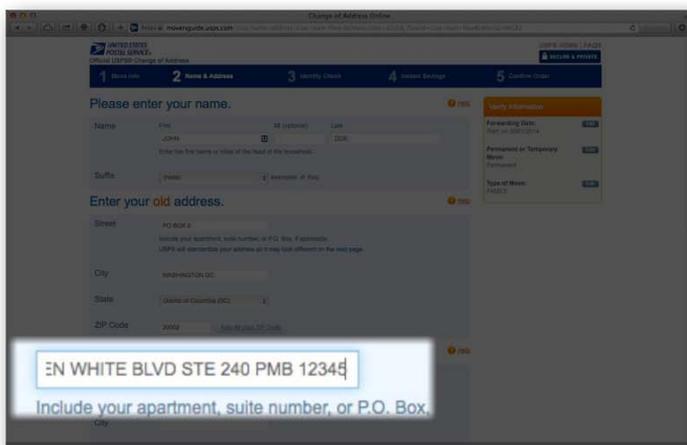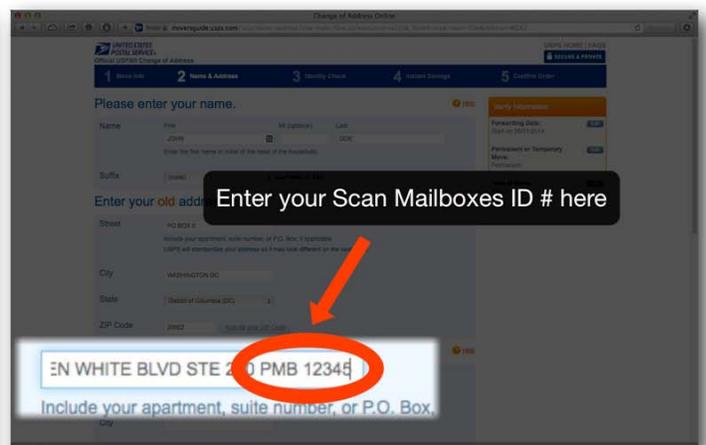
https://moversguide.usps.com

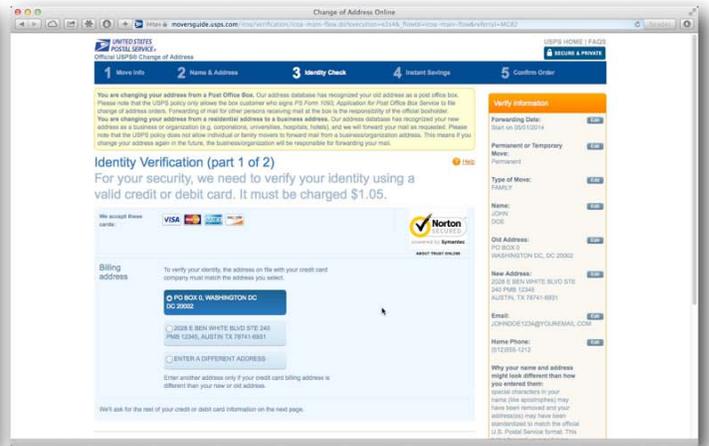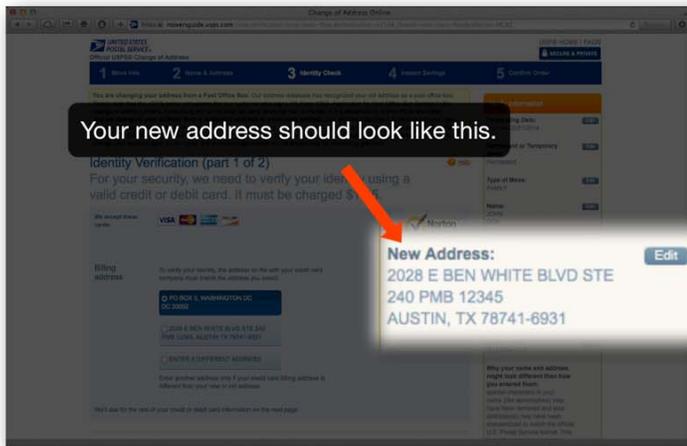1. Read then click on the orange arrow button to continue.

2. Select PERMANENT, select the start date, and select the type of move is used for.

3. Enter your new permanent mailbox address:
   2028 E BEN WHITE BLVD STE 240 PMB XXXXX AUSTIN TX 78471

4. Be sure to enter your Scan Mailboxes ID #. PMB 12345 is an example. Yours should be different.

5. On the next page, verify the new address as shown above. Your PMB # should be displayed. This is VERY <u>important</u>!

6. Complete the verification of your identity using a valid credit card.

Please **<u>do not</u>** go to your local post office to do the change of address. From our experience, their local computer system will not include your PMB # for some odd reason.

Important! Please <u>wait</u> until we review and approve your completed postal consent form(s) before start the change of address process. This is to help ensure the best customer experience from the day one.

For postal consent forms, go to <u>www.scanmailboxes.com/forms</u>

To view, update, or cancel your Change of Address order, go to:
<u>https://managemymove.usps.com/coac</u>