# Add an additional address for a contact

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| Step | Action |
| 1 | Select the Administration icon, the General screen opens |
| 2 | Select **Contact Directory** from the left-hand menu |
| 3 | Select the **Addresses** icon to create additional addresses for a contact |
|  |  |
|  | The Address Associations for Contact screen will display |
|  |  |
| 4 | To remove an address, select the **Remove** icon |
| 5 | To add a new address, select the **Add** icon.  **Note:** You cannot create a new address here, you can only select one from your Address Book. You must create any addresses first. |
| 6 | When required address is found – select **Save** button |

**Questions? Email to** [SupplierSupport@justice.vic.gov.au](mailto:SupplierSupport@justice.vic.gov.au)