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| Maintain Your Address Book | |
| Step | Action | |
| 1 | Select the **Administration** icon, the **General** screen opens | |
| 2 | Select **Address Book** from the left-hand menu | |
| 3 | Select the **Create** button to create a new address. Add address information as required and select **Save** | |
| 4 | Select the **Update** icon to make changes to the existing address. Update fields as required and select **Save** | |
| 5 | Select the **Remove** icon to remove an address from the address book | |
|  | addressbook | |

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