

November 2, 2006

MEMORANDUM

TO: Chapter Presidents

RE: Address Change Notification

SUMMARY: It is important to note that NTEU is not informed by an agency when a member submits a change of address to that agency. Unless the member or the chapter contacts NTEU or uses the Member Profile/Contact Information area of www.NTEU.org, all mail from NTEU will continue to be addressed to the “old” address.

We have all experienced the chaos that ensues when moving. Even a local move entails a long list of address changes involving driver’s licenses, utilities, and notification to friends, family, and your agency of your new address. Entering a change of address with an agency does not result in an address change in NTEU’s records. Failure to notify NTEU of a new address will prevent members from receiving a membership card, the *Bulletin*, and other written communications from NTEU that get mailed via U.S. Mail.

Since the moving process is so hectic, we have devised a way for members to change their addresses directly in our membership records without having to call, e-mail, or complete yet another form. On the NTEU web site, the Member Profile/Contact Information section is located under Union Office. Be sure you are registered and logged in, and then click on the Member Profile/Contact Information menu button. Note: This button will not appear until you have logged in.

Individuals will immediately see their own specific contact information. By clicking on the Edit button in the upper corner of the page, one can make changes to his/her membership record. The changes are immediately saved to our Membership Record System when the Save Changes button is pressed. This is also a great way to submit your e-mail address to NTEU.

Chapter Presidents and Address Change Coordinators can change addresses for multiple individuals within the chapter. Attached to this memo is a handy flier to remind members about address changes. If you would like more information on establishing an Address Change Coordinator in your chapter, please read the July 5, 2006 memo titled “Address Change Coordinator” or contact Charles Graham, NTEU’s Web Master, by e-mail at Charles.Graham@nteu.org.

Colleen M. Kelley
National President

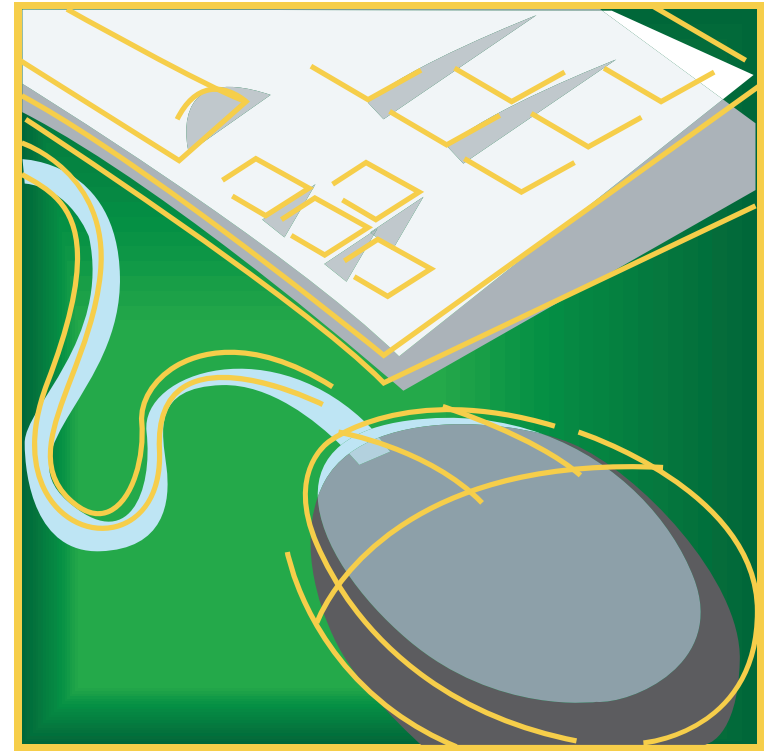
Attachment

New Address?

**Please let NTEU know
(because your agency won't)**

Simply log on to the NTEU web site, click to the Union Office, and choose Member Profile/Contact Information.

You can change your address right there. The new address is automatically updated in NTEU's records, so you won't miss a thing.



www.nteu.org

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The National Treasury Employees Union