[Add a New Address]

The UF Directory is the sole authoritative source of employee addresses and is used to generate mailings for official university business. Use this instruction guide to add a new address in the UF directory.

- Log on to myUFL (my.ufl.edu), using your GatorLink username and password
- Navigate to My Account > Update My Directory Profile
  - Each of the orange headings is a link to information
- Select Addresses and Phone Numbers
- Select the Add New Address and Related Phone link
- Select the type of address you want to create. The Address Type options include:
  - **UF Business Mailing Address** – Official University communications are sent to this address. Please enter a Campus PO Box
  - **UF Business Physical Location Address** – Please enter a Campus street address or building and room number. The County designated in this address is used to report employees' important information to state and federal agencies
  - **Local Home Mailing Address** – Please enter a PO Box or Street Address here. Tax information (W-2's), travel reimbursements (if not using direct deposit), UF Benefit information and communications from benefit vendors are sent to this address
    - NOTE: The Florida County listed for this address determines your choice of HMO plans and workers' compensation coverage
    - Nonresident Alien payments and Treaty Exempt Wages are also sent to this address
  - **Local Home Physical Location Address** – If you use a PO Box for your permanent or local home mailing address, you should make sure this field is populated with your street address
  - **Permanent Home Mailing Address** – Please enter a PO Box, street or rural route address. This field is used for income tax reporting. Communications from the State of Florida Division of Retirement are also sent to this address
    - Nonresident Aliens must have their foreign country address in this field for 1042-S reporting with Country Code of NUSA. With the exception of foreign nationals, part-time residents and students, this address is typically the same as one’s local home mailing address
  - **Parents Home Mailing Address**
  - **Emergency Contact** – Enter an emergency contact’s name and street address here
- At the US Postal Service delivery standard drop down list, select Apply US Postal Service Standardization
  - If your address does not pass the US Postal Service validation, you can select the bypass option
- Enter your Address
  - There is no need to enter your name
    - If you selected the Emergency Contact address type, please enter the name of the contact person in this field
  - The Attention and Recipient Lines are optional
  - Enter the address information in the Delivery Line. This is a required field
- Enter the City
  - If your city is in Florida, select the County from the drop down list
  - If your city is not in Florida, select Out-of State, or Out-of-Country as appropriate
- Select the State or Out-of-Country as appropriate
- Enter the Postal Code (Zip Code)
- The Comment field is not currently being used
- **Can this address be published?**
  - Select **Yes** to allow this address to be published in the public Directory
  - Select **No** to keep this address out of the public directory. Note, it will always be available for official university business

- When do you want the above address to be in effect?
  - Select **Indefinitely**
  - If this is a temporary address, you may select **Only during these dates**. Note, if you select this option, no address will appear after the last day in effect unless you enter one
    - Enter the **First day in effect**
    - The date will reflect the last time the address was added
    - Enter the **Last day in effect**

- Select the category and type one phone number that is associated with the address
  - Drop down the menu to select the **Country Code**
  - Enter the **Area Code**
  - Enter the **Phone Number**
  - Enter an **Extension** if applicable
  - Drop down the menu to select the **type** of phone number

- Press the **Submit** button
  - This will become the address and/or phone number of this type immediately or effective on the dates you entered.

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**To view how your information will be displayed in the public directory:**

- Select **Gatordex Home**
- Select **Published View**

**Help**

If you need further assistance, please contact the UF Help Desk at (352)392-HELP or helpdesk@ufl.edu