

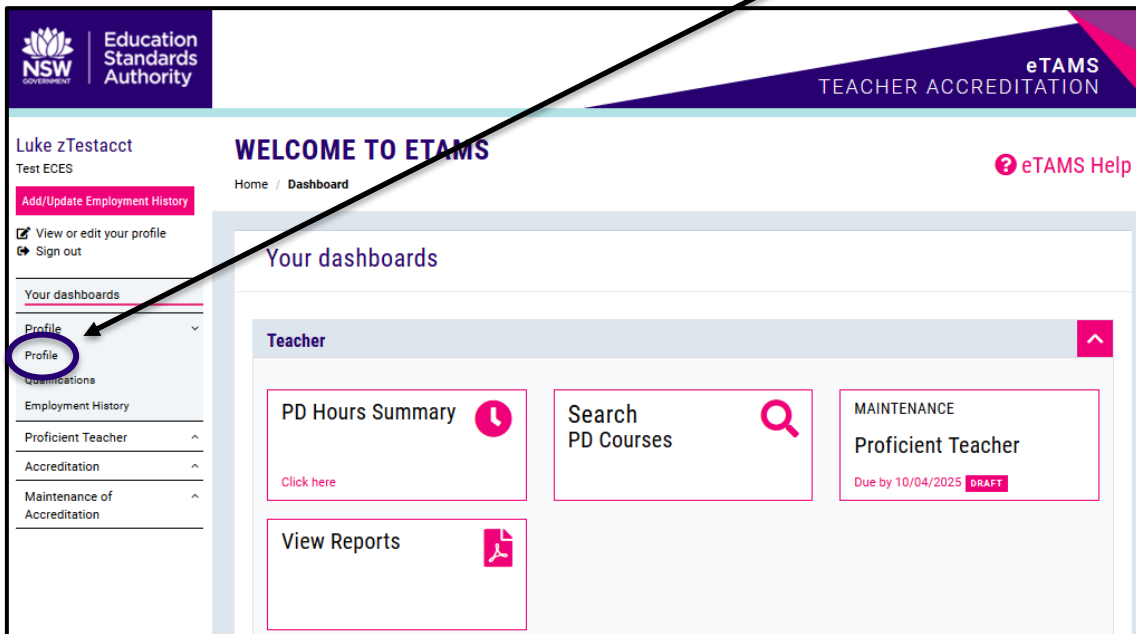
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# eTAMS Visual Guide

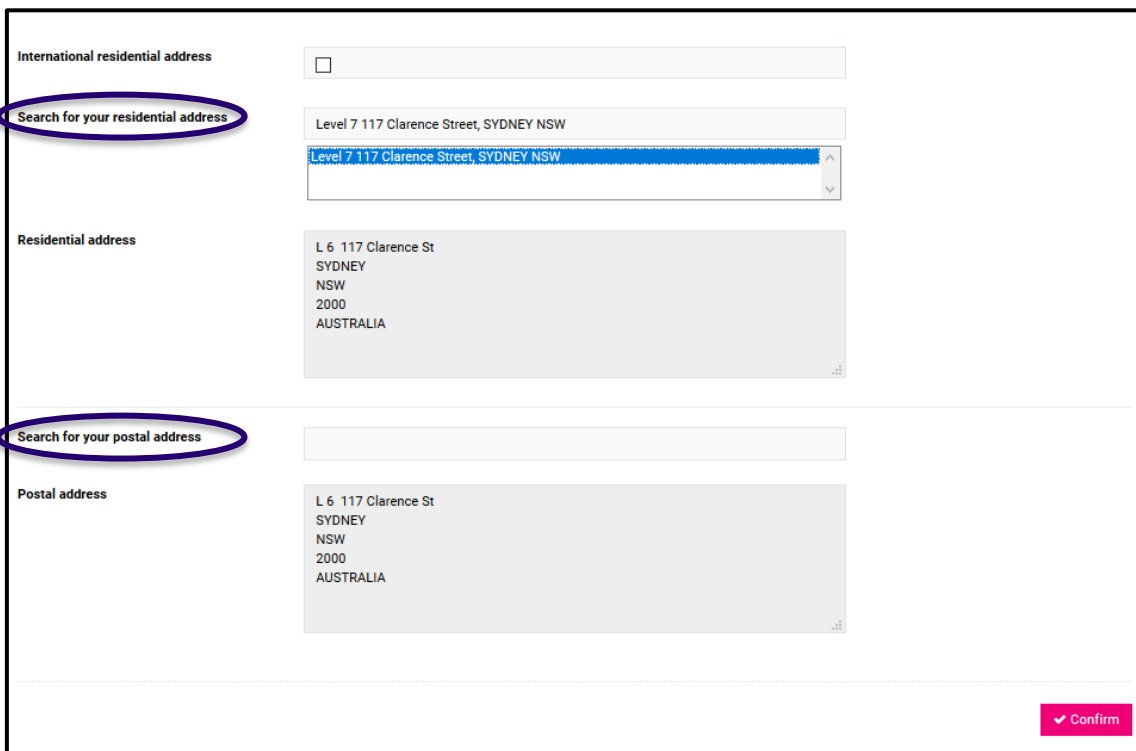
## How to change your address

**When logged in to eTAMS follow these steps:**

1. Select **'Profile'** from the left hand menu, then click **'Profile'**.



2. On the **'Your Profile'** page, scroll down to the address section. Enter your address into the **'Search for your residential address'** comment box. A drop down box will appear with a list of addresses. Select your address from the list. Repeat the process for your Postal address. (Note: If your address does not appear in the drop down box contact NESAs to update your address).



3. Click the **'Confirm'** button to update your address. Your address will be updated and you will be returned to your dashboard.

The screenshot shows a form with the following sections:

- International residential address:** An unchecked checkbox.
- Search for your residential address:** A search bar containing "Level 7 117 Clarence Street, SYDNEY NSW" with a dropdown menu showing the same text selected.
- Residential address:** A text area containing "L 6 117 Clarence St", "SYDNEY", "NSW", "2000", and "AUSTRALIA".
- Search for your postal address:** An empty search bar.
- Postal address:** A text area containing "L 6 117 Clarence St", "SYDNEY", "NSW", "2000", and "AUSTRALIA".
- Confirm button:** A pink button with a checkmark and the text "Confirm", circled in red.

4. To enter an international address, tick the **'International residential address'** box and complete the fields. Click **'Confirm'** to update your address.

The screenshot shows the same form as above, but with the following changes:

- International residential address:** The checkbox is now checked and circled in red.
- International Address Line:** An empty text field.
- International Suburb:** An empty text field.
- International State or Province:** An empty text field.
- International Postcode:** An empty text field.
- Country:** A dropdown menu with "Afghanistan" selected.
- Search for your postal address:** An empty search bar.
- Postal address:** A text area containing "L 6 117 Clarence St", "SYDNEY", "NSW", "2000", and "AUSTRALIA".
- Confirm button:** A pink button with a checkmark and the text "Confirm", circled in red.