

REMINDER!!!

October 5, 2021

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 updates the address on www.NTEU.org using the instructions below, 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 Manage Account link is located under your name in the yellow box in the upper right hand corner of every page. Be sure you are registered and logged in, and then click on the Manage Account link under your name. Note: This button will not appear until you have logged in and the yellow box in the upper right hand corner has changed from “Log In” to your name.

Individuals will immediately see their own specific contact information. From there, one can make changes to his/her membership record. For addresses in the United States, the system will validate your home mailing address with the U.S. Postal Service for a deliverable address. Based on the address you provide, the system may suggest cosmetic changes to your address to be in line with the U.S. Postal Service’s regulations. The changes are immediately saved to our Membership Record System when the Update button is pressed. This is also a great way to submit your e-mail address to NTEU.

Chapter Presidents and chapter leaders can use the Chapter Administration button to change addresses for multiple individuals within the chapter. [REDACTED]

Anthony M. Reardon
National President