

## How to add an ECU office address

- 1. Log into Pirate Port
- 2. Click on My Information



3. Click on Personal Information.

<b>BECU</b>	-	<b>*</b> (	2	PeeDee Pirate
My Profile				
My Profile WeeDee Pirate, View, edit and update your general informatio	n records.			
Vew and update your biographical and demographic information.	Direct Deposit View your direct deposit allocation(s).			

4. Under the Address section, click the Edit button on the current ECU office location.



5. Set the Valid Until date to today's date.

Type of Address	Vali	d Fror	n					Va	lid Until	
Employee - ECU Office Location	«	4	(	Ju	ne 202'	I	>	»	l/dd/yyyy	
Address Line 1	2	iu M	Λо	Tu	We	Th	Fr	Sa	ess Line 3	
Uptown 207	3	0	31	1	2	3	4	5	ter Address Line 3	
Address Line 4		6	7	8	9	10	11	12	Province	
Enter Address Line 4	1	3	14	15	16	17	18	19	th Carolina	~
County	2	0	21	22	23	24	25	26	ntry	
Not Applicable	2	7	28	29	30	1	2	3	Applicable	~

6. Click Update.

7. Click Add New.

Address		+ Add New
Employee - ECU Office Location	Home Address - Permanent	
Current 02/10/2015 - 06/23/2021 Uptown 207 Mail Stop 518 Greenville North Carolina 27858	Current	

8. In the Type of Address field, select Employee – ECU Office Location.

ype of Address	Valid From	Valid Until	
Select Address Type	MM/dd/yyyy	MM/dd/yyyy	
C Smployee - ECI L Office Location	Address Line 2	Address Line 3	
Home Address - Permanent	Enter Address Line 2	Enter Address Line 3	
Student - Parent Primary	City	State/Province	
Student -Local Student Address	Enter City	Select State	~
Vendor - Billing	Zip/Postal Code	Country	
Select County	Enter Zip Code	Select Country	~

In the Valid From field, enter tomorrow's date. Leave Valid Until date blank.
\*NOTE: The Valid Until address of the previous office address and the Valid From date of the new office address cannot be the same date.

Type of Address	Valid From	Val	id Unti	1				
Employee - ECU Office Location	MM/dd/yyyy	«	<	Ju	ne 202	1	>	$\gg$
Address Line 1	Address Line 2	Su	Мо	Tu	We	Th	Fr	S
Enter Address Line 1	Enter Address Line 2	30	31	1	2	3	4	5
Address Line 4	City	6	7	8	9	10	11	1
Enter Address Line 4	Enter City	13	14	15	16	17	18	1
County	Zip/Postal Code	20	21	22	23	24	25	26
Select County	Enter Zip Code	27	28	29	30	1	2	З

10. Enter the office address in the address fields.

Enter Address Line 1		Enter Address Line 2	Enter Address Line 3						
Address Line 4		City	State/Province						
Enter Address Line 4		Enter City	Select State	~					
County		Zip/Postal Code	Country						
Select County	~	Enter Zip Code	Select Country	~					

11. Click Add.