How to Update your Local and Permanent Address Using FlashLine 2012

1. Sign into FlashLine.kent.edu
2. Select the My Account tab:
3. On this tab select - **Addresses & Phone Number(s) Updates**: (As shown in the screen shot below)
4. To update your Local Address select it from the “**Type of Address to Insert:**” Box at the bottom of your screen:

```
Type of Address to Insert:
Select
Select
Billing
Business
Diploma
Emergency Contact
Local Address
Mailing
Next of Kin Primary
Permanent
```

You can also verify the addresses you currently have in the system on this screen. If your Local Address shows on this screen as an address in the United States, and if your Permanent Address shown here is outside of the United States, then you many not need to update your address.
5. Then complete the required fields, noted in red below: This should be your address in the United States where you currently live

ALSO, your PERMANENT address, should be your address in your home country. If you have updated your PERMANENT address to your address in the United States, you MUST update this address to your address in your home country. Your PERMANENT address should always be your address outside of the United States
6. Now confirm that your Permanent address is your address in your Home Country.

**Type of Address to Insert:**

- Select
- Billing
- Business
- Diploma
- Emergency Contact
- Local Address
- Mailing
- Next of kin Primary
- Permanent
7. Then complete the required fields listed below: This should be your address outside of the United States in your Home Country.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Address</td>
<td>106 Van Campen, 625 Loop Road</td>
</tr>
<tr>
<td>State or Province</td>
<td>Kent</td>
</tr>
<tr>
<td>Zip or Postal Code</td>
<td>44242</td>
</tr>
<tr>
<td>County</td>
<td>Portage</td>
</tr>
<tr>
<td>Nation</td>
<td>United States</td>
</tr>
</tbody>
</table>

Primary Phone Number For This Address:

<table>
<thead>
<tr>
<th>Area Code Number</th>
<th>Extension</th>
<th>International Access Code and Phone Number</th>
<th>Unlisted Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submit Reset

(Select a Different Address to Update)