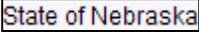
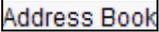


## View ACH E-mail Address Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Address Book</b> link. 
3.	Click the <b>Address Book Inquiry</b> link. 
4.	Use the Query by Example, QBE, field to search for Address Book Record.  Click in the <b>Address Number</b> field. 
5.	Enter the Address Number to search into the <b>Address Number</b> field.
6.	Click the <b>Find</b> button. 
7.	Scroll to the right to view ACH Email Address in the Address Book Inquiry Grid.  Click the <b>in the scroll bar to move right</b> .
8.	To update <b>Electronic Address</b> with new or revised ACH Address, send an e-mail to State Treasurer's Office at: nst.tmstaff@nebraska.gov.  Request must Include:  <ul style="list-style-type: none"> <li>o Address Book Number</li> <li>o Tax ID Number</li> <li>o Vendor Name</li> <li>o Last four digits of bank account number</li> <li>o If this is a request for a change, include reason/justification for change.</li> </ul>
9.	Click the <b>Close</b> button. 
10.	<b>End of Procedure.</b>