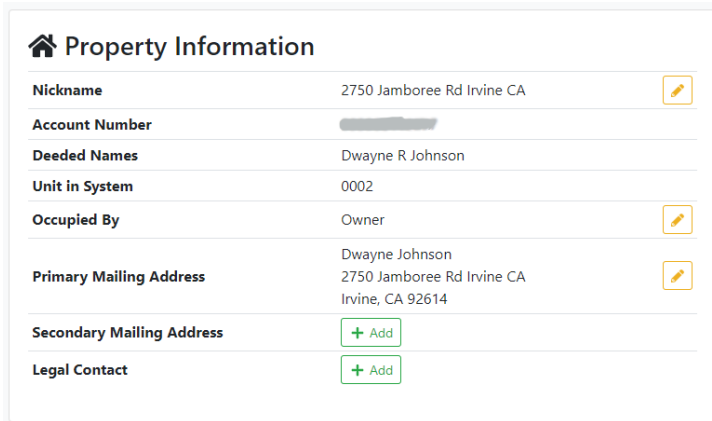





Resident Portal: Managing Mailing Addresses

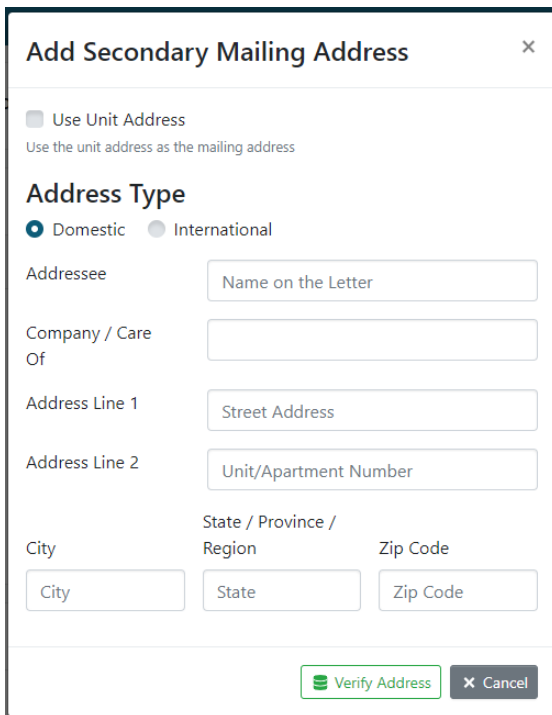
Below are the steps for creating and updating mailing addresses.

1. Access <https://resident.actionlife.com> in a web browser.
2. Log in to your Resident Portal account.
3. You will see your current Mailing Addresses listed in the Property Information panel on the Dashboard.



Property Information	
Nickname	2750 Jamboree Rd Irvine CA 
Account Number	[Redacted]
Deeded Names	Dwayne R Johnson
Unit in System	0002
Occupied By	Owner 
Primary Mailing Address	Dwayne Johnson 2750 Jamboree Rd Irvine CA Irvine, CA 92614 
Secondary Mailing Address	+ Add
Legal Contact	+ Add

4. To Add a new address or Edit an existing address, click the Add button or Edit button next to the Address you want to modify.
5. Fill in the information for that address



Add Secondary Mailing Address ×

Use Unit Address
Use the unit address as the mailing address

Address Type
 Domestic International

Addressee:

Company / Care Of:

Address Line 1:

Address Line 2:

City: State / Province / Region: Zip Code:

- a. If you would like to use the property address, select the “Use Unit Address” checkbox
6. Click Verify Address.

- a. If you click Verify Address and receive a Warning message about not being able to verify the address (with the USPS system). You can then select the option to Use Unverified Address.
- b. After selecting the checkbox, click Confirm Unverified Address

City	Region	Zip Code
Irvine	CA	98654

Use Unverified Address

Warning: Using an unverified address may cause mail to be delayed or returned.

- 7. You will then confirm that the information you have entered is correct. Click Save.

Confirm Primary Mailing Address ×

Dwayne Johnson
2603 Main St Ste 500
Irvine, CA 92614-4261

Please note: You only have the ability to Edit the Primary Mailing Address, so you will not find the option to Delete it as we must have a Mailing Address on file. You can Edit or Delete Secondary Addresses and Legal Contacts.

If you have any difficulty, please contact Community Care by sending an email to communitycare@actionlife.com or by calling (800) 400-2284.