Verify Your Address for Postal Service Standards
Verify Your Beneficiary and Personal Email

Your Help is Appreciated
As the UCPath project continues to convert PPS data to PeopleSoft-friendly data, you are asked to help facilitate the conversion process by verifying that your address on At Your Service Online is accurate, up-to-date and follow certain standards. As well, you are asked to help by verifying that your beneficiary and personal email are accurate and up-to-date. By verifying your address, ensuring you have a beneficiary listed and verifying your personal email address you help us ensure your information seamlessly migrates into the new UCPath system.

How to Verify Your Contact Information

1. Sign-in at: https://atyourserviceonline.ucop.edu/ayso/

2. Navigate to My Contact Information in the top left area of the page:
3. Verify your Address:

**Address Formatting**

Additionally, the USPS requires that your home address adheres to the following standards:

<table>
<thead>
<tr>
<th>Permanent Address Fields</th>
<th>Number of Characters</th>
<th>Domestic (U.S.) Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 1: Street</td>
<td>30 max</td>
<td>Primary Street Information</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Refer to USPS list of standard abbreviations</td>
</tr>
<tr>
<td>Line 2: Additional Information</td>
<td>30 max</td>
<td>Apt Number or PO Box</td>
</tr>
<tr>
<td></td>
<td></td>
<td>USPS Standard: '#' symbol can only be used for Apartment, Room or Suite (e.g., # 201)</td>
</tr>
<tr>
<td>City</td>
<td>21 max</td>
<td>DO NOT ABBREVIATE CITY</td>
</tr>
<tr>
<td>State</td>
<td>2</td>
<td>Required</td>
</tr>
<tr>
<td>Zip Code</td>
<td>5</td>
<td>Required</td>
</tr>
</tbody>
</table>

**Example**

Here’s an example of a properly formatted address:
Kelly N. Aranaz
5555 Triton Way
#213
San Diego, CA 92093

**How to Verify Your Personal Email**
1. Sign-in at: https://atyourserviceonline.ucop.edu/ayso/

2. Navigate to My Contact Information in the top left area of the page:

3. Navigate to Personal Email on the left side navigation

Already listed will be your UC Email address. **If you do not have a current personal email address please enter it here.** Once you click submit you will see your UC Email address above your Personal Email address.

How to Verify your Beneficiary
1. Sign-in at: https://atyourserviceonline.ucop.edu/ayso/

2. Navigate to **My Beneficiary** in the top left area of the page:
3. Verify you have **at least one** beneficiary listed for each plan you’re enrolled in:

*The table has been blocked out for privacy purposes.*

You may click ‘Add New Beneficiary’ or ‘Change Designations’. Be sure you have **at least one beneficiary** designated for each plan you are enrolled in.