



ASCENDER  
**EMPLOYEE**  
PORTAL

ASCENDER GUIDES



ASCENDER.  
ELEVATING TECHNOLOGY SOLUTIONS





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<b>Number</b>	Type the street number for your mailing address. The field can be a maximum of eight characters.
<b>Street/P.O. Box</b>	Type the street name or post office box number for your mailing address. The field can be a maximum of 20 characters.
<b>Apt</b>	Type the apartment number for your mailing address. The field can be a maximum of seven characters.
<b>City</b>	Type name of your city for your mailing address. The field can be a maximum of 17 characters.
<b>State</b>	Click ▼ to select the two-character abbreviation of your state for your mailing address.
<b>Zip</b>	Type the five-digit zip code for your mailing address.
<b>Zip+4</b>	Type the additional four digits of your zip code.



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