How to Enter a Foreign Company Address

1. Click Company from Shortcuts menu

2. Go to the General Information tab

3. Confirm this is the correct Company Name/Employer Name to update

4. Enter Company street address in Address 1 field
   Enter Company City, State, Zip Code in Address 2 field

Note: Leave the City field Blank, Leave State field Blank, Leave ZIP or Postal Code Blank

5. Select Country from drop down menu

6. Click Update