

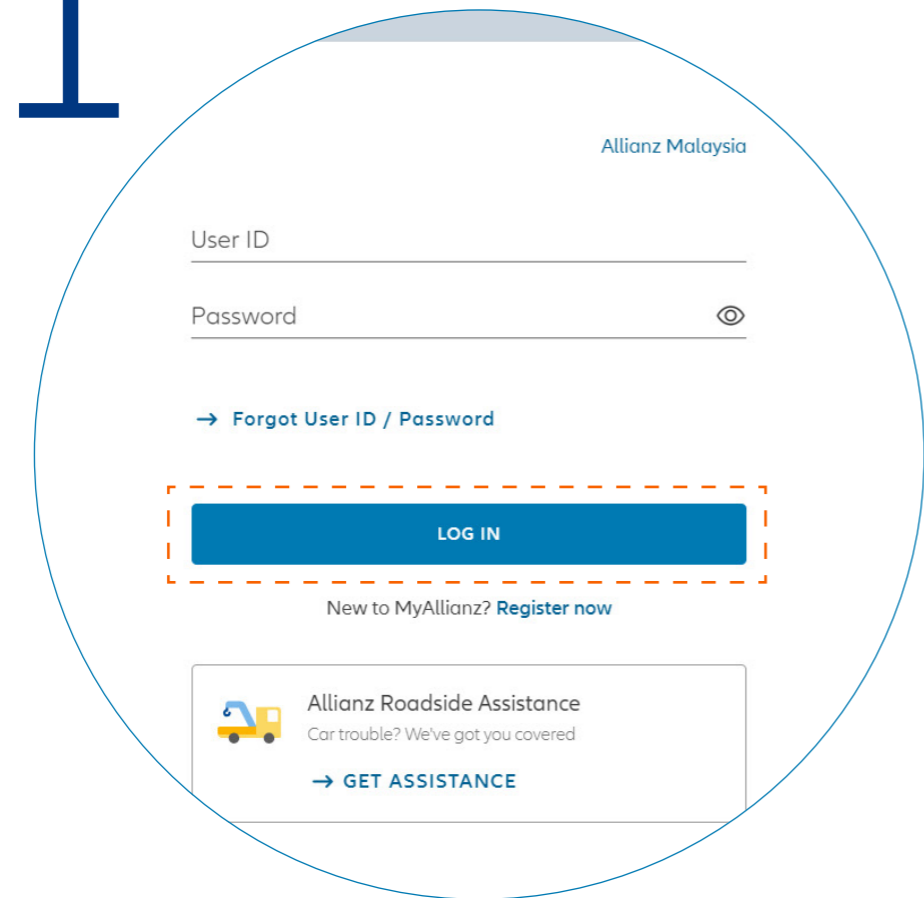
# MyAllianz User Guide

Steps to update mailing address on the MyAllianz  
更新邮寄地址的步骤

\* Update of mailing address function is not available for Allianz General policies on MyAllianz  
\*在 MyAllianz 没有设置更新 Allianz General 保险邮寄地址的功能



1



Log in to the **MyAllianz**.

登录 **MyAllianz**。

2



Click "**POLICIES**" on the top left of the homepage.

点击首页顶部的 "**POLICIES**"。

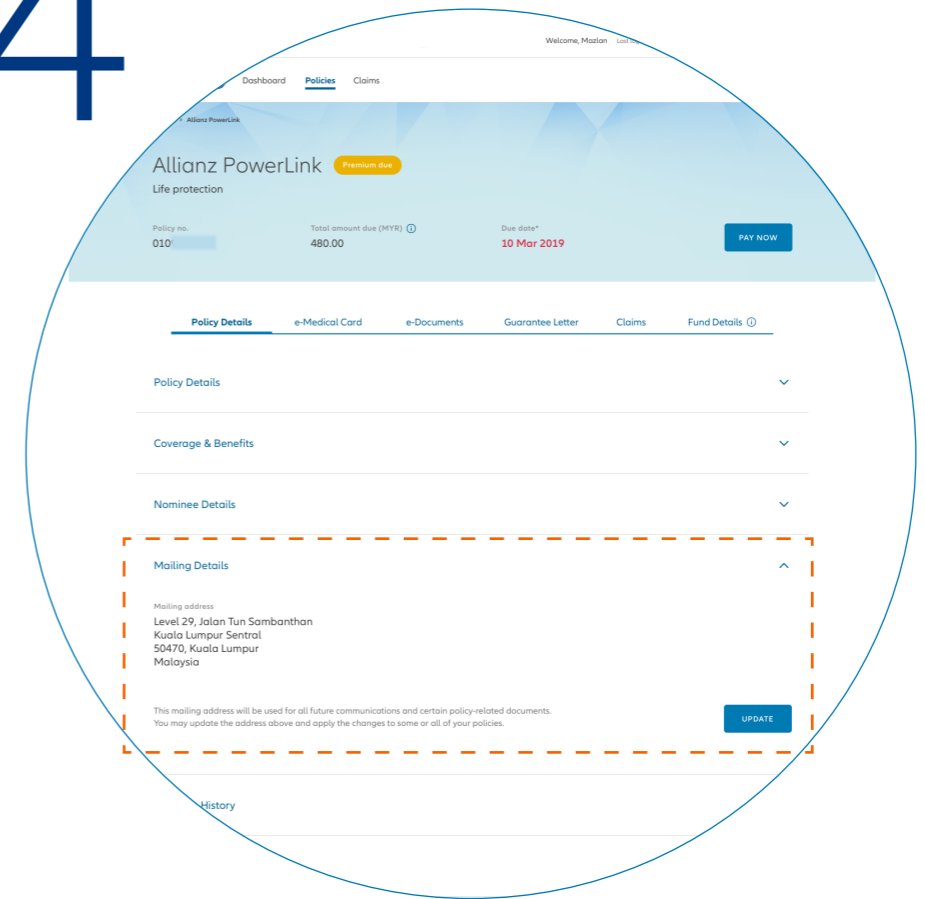
3



Select the policy you want to update.

选择您想要更新的保单。

4



Go to the "**MAILING DETAILS**" section and click "**UPDATE**".

在 "**MAILING DETAILS**" 的部分，点击 "**UPDATE**"。

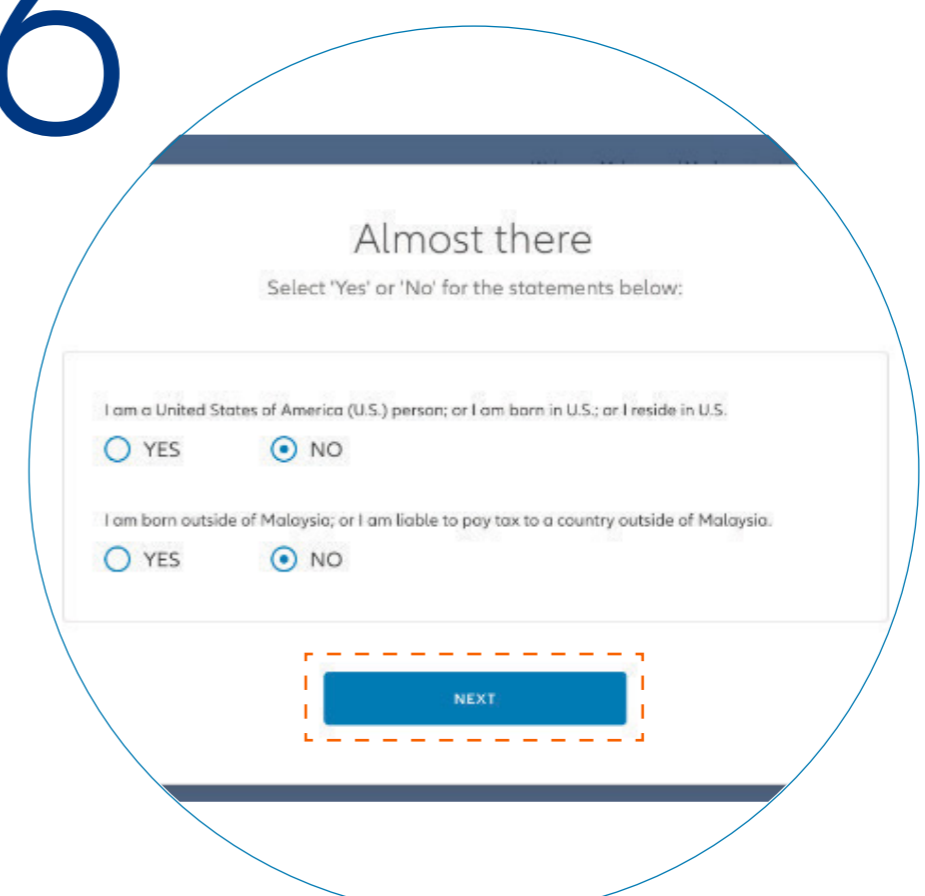
5



Enter your new mailing address and click "**NEXT**".

输入新的邮寄地址后点击 "**NEXT**"。

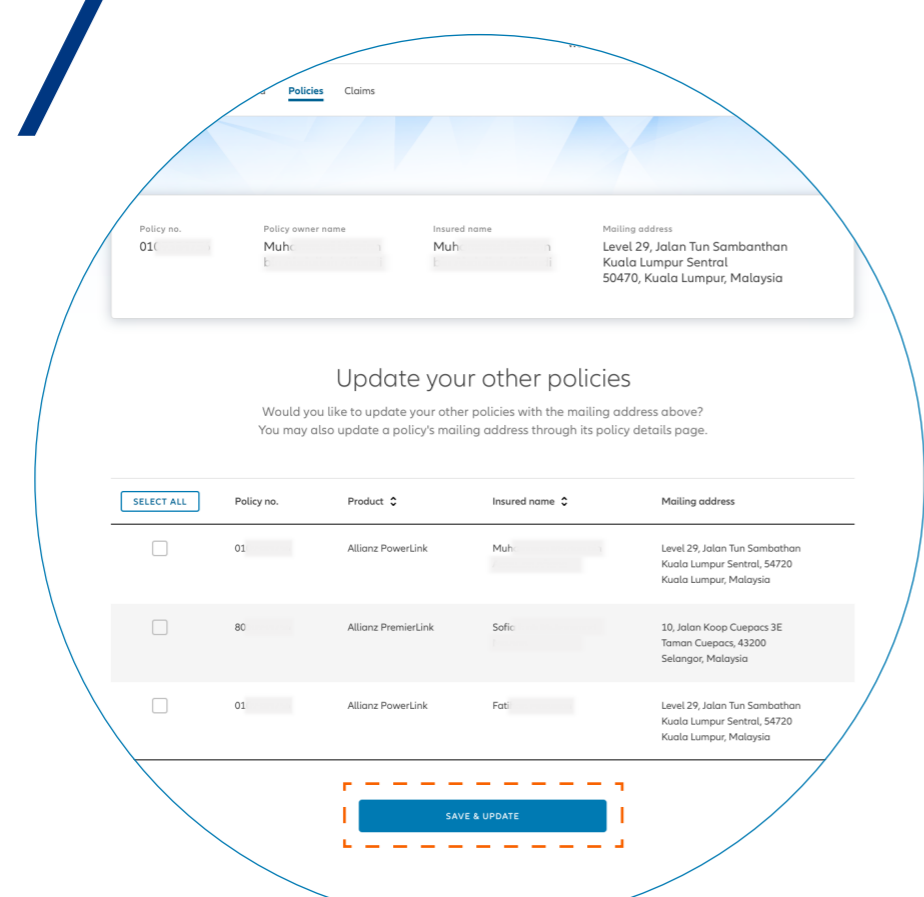
6



Answer the two (2) mandatory FATCA questions and click "**NEXT**".

请回答两题必答的 FATCA 问题，然后点击 "**NEXT**"。

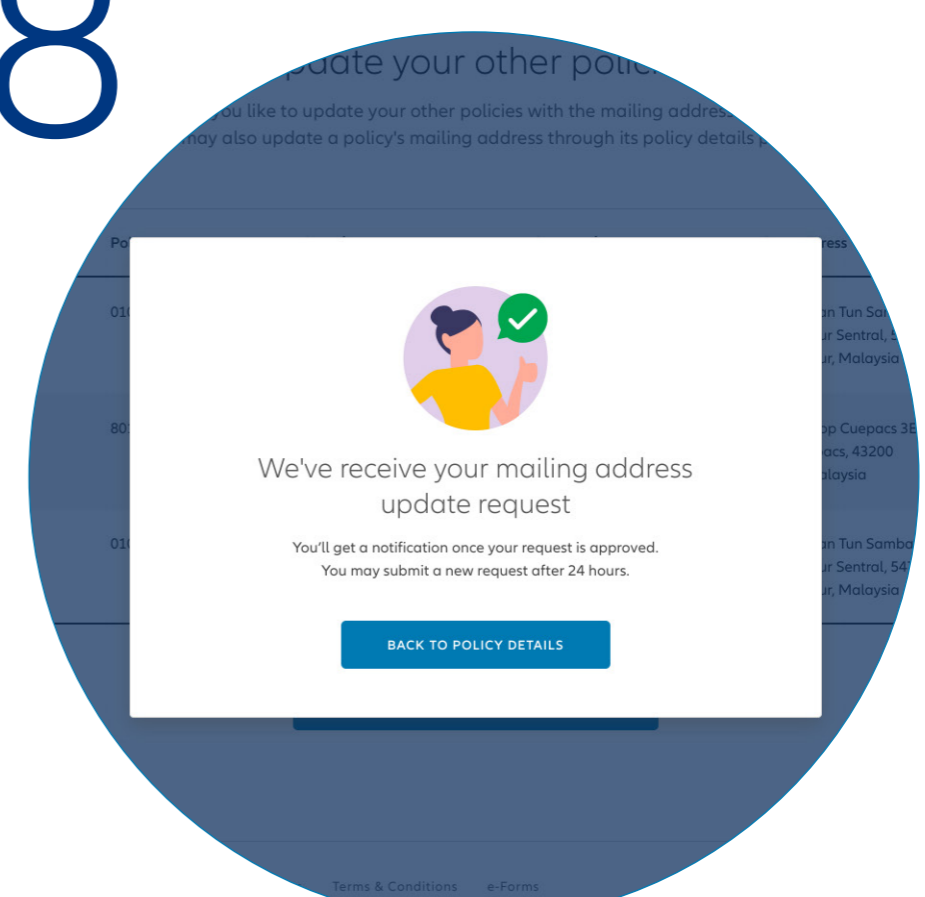
7



Select other policies you want to update and click "**SAVE & UPDATE**".

若您想一并更新其他保单的邮寄地址，选择相关保单后点击 "**SAVE & UPDATE**"。

8



Your request will be processed, and you'll receive a notification on MyAllianz once it is approved.

您的请求将被处理，一经批准，您将在MyAllianz收到通知。