

## **SHELTER IN PLACE OFFICE HOURS AND INFORMATION**

Please use the following safe and secure links to upload sensitive information. Employees are working remotely and available by phone, email and video using their normal contact information. Your transactions will be handled in a timely manner and we will contact you with questions or concerns. Please let us know how we can help!

### **SAFE AND SECURE UPLOAD LINKS**

Client Portal: <https://azworld.com/client-portal/>

Share Safe (secure email): <https://www.clientaccess.com/sharesafe/#/azworld>

### **HOURS OF OPERATION & CONTACT INFO**

#### **BILLINGS**

Lobby Open:

- 9am-11am – Dedicated to seniors, or any high-risk groups, for drop of information or pick up of information.
- 11am-4pm – General public, for drop of information or pick up of information.

Available Via Phone: 406.245.5136, 8am-5pm, Monday - Thursday, 8am-12pm, Friday

Mail: PO Box 20435, Billings, MT 59104

#### **BOZEMAN**

Lobby Open:

- 9am-10am – Dedicated to seniors, or any high risk groups, for drop of information or pick up of information.
- 10am-1pm – General public, for drop of information or pick up of information.

Available Via Phone: 406.556.6160, 9am-4pm, Monday - Thursday, 9am-12pm, Friday

Mail: 1019 East Main Street, Suite 201, Bozeman, MT 59715

## **BUTTE**

Office Open:

- 10am-11am – Dedicated to seniors, or any high risk groups, for drop of information or pick up of information.
- 11am-1pm – General public, for drop of information or pick up of information.

Available Via Phone: 406.782.0451, 8am-4pm, Monday - Thursday, 9am-12pm, Friday

Mail: PO Box 748, Butte, MT 59703-0748

## **GREAT FALLS**

LOBBY CLOSED\*

Available Via Phone: 406.727.0888, 8am-5pm, Monday - Thursday, 8am-12pm, Friday

Mail: PO Box 1605, Great Falls, MT 59403-1605

\*If you need to drop off materials, we have options:

- During regular business hours, we have a secure drop station just inside the front entry door complete with envelopes for your convenience. It is monitored by camera and we are picking up at regular intervals. If you need assistance, please call.
- Also, on the east side of our building, we have a secure mail slot for delivery of normal sized packages 24 hours a day (by our handicap access door). For delivery of items too large for the slot, you may ring the bell by the back door (during normal business hours) and we will assist.

## **HAVRE**

LOBBY CLOSED\*

Available Via Phone: 406.265.6724, 8am-5pm, Monday - Thursday, 8am-12pm Friday

Mail: PO Box 2200, Havre, MT 59501-2200

\* If you need to drop off materials:

- Our front foyer is open M-F, 8am-5pm, and has a drop station complete with envelopes for your convenience. If you need assistance, please call.

## **HELENA**

Lobby Open:

- 9am-11am – Dedicated to seniors, or any high risk groups, for drop of information or pick up of information.
- 11am-4pm – General public, for drop of information or pick up of information.

Available Via Phone: 406.442.1040, 8am-4pm, Monday - Thursday, 8am-12pm Friday

Mail: PO Box 1040, Helena, MT 59624-1040

## **MISSOULA**

Lobby Open:

- 9am-11am – Dedicated to seniors, or any high risk groups, for drop of information or pick up of information.
- 11am-3pm – General public, for drop of information or pick up of information.

\*Face to Face Meetings will not be scheduled.

Available Via Phone: 406.721.7800, 8am-5pm, Monday - Thursday, 8am-12pm, Friday

Mail: PO Box 2368, Missoula, MT 59806-2368