

## 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-4pm

Available Via Phone: 406.245.5136

Mail: PO Box 20435, Billings, MT 59104

### BOZEMAN

Lobby Open: 8am-5pm

Available Via Phone: 406.556.6160

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

### BUTTE

Lobby Open:

- 8am-9am – Dedicated to any high risk groups
- 9am-12pm – General public, for drop of information or pick up of information

Available Via Phone: 406.782.0451, 8am-4pm Mail: PO Box 748, Butte, MT 59703-0748

### HAVRE

Lobby Open:

- 8am-10am – Dedicated to any high risk groups
- 10am-5pm – General public, for drop of information or pick up of information

Available Via Phone: 406.265.6724

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

### HELENA

Lobby Open:

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

Available Via Phone: 406.442.1040

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

## **GREAT FALLS**

Lobby Open:

- 8am-10am – Dedicated to any high risk groups
- 10am-12pm and 1pm-5pm – General public, for drop of information or pick up of information

Available Via Phone: 406.727.0888

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.

## **MISSOULA**

Lobby Open: 8am-5pm

Available Via Phone: 406.721.7800

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

## **AZTS**

Office hours – 8:00am - 5pm, Monday - Friday

General Phone Number: 406-495-2673

Service Phone Number: 406-447-3045

Mail: 828 Great Northern Blvd STE 102, Helena, MT 59601