

Using the Address Checker

Market: House, Senate

Description: The IQ Address Checker allows verification and standardization of mailing addresses within the United States according to U.S. Postal Service standards. It also retrieves the ZIP Code's Plus 4 extensions along with the carrier route, congressional district, and county of the address.

These instructions teach users how to use the IQ Address Checker for search and analysis of contact records.

Note: The address checker will only verify the address if either:

- Street address is complete, and the zip code is in the city field.
- Street name, city name, zip and state are completed.

1. Search for and select a contact record.
2. In the **Contact** details, click the **Edit** button.



Mr. Johnny C. Bravo
johnnyb@fakeemail.com
February 8, 1985
Created by IMA.
Frequent Writer - High Volume

Engagement: 6 (Low)

General | Discuss | Logs

Email Addresses (+) ★

- johnnybnickelodeon@fakeemail.com
- johnnyb@fakeemail.com ★
- jonathan.kilgore-2@leidos.com

Phone Numbers (+)

- B: 202-333-6556 ★
- C: (410) 000-0000 ★
- C: (703) 994-0480
- H: (098) 765-4321 ★

Social Networks (+)

Home (+) ★

12134 Monument Dr
Fairfax, Virginia 22033
VA11 Fairfax

Business (+)

- Manager
- Target


| | All | Open | Closed | Recent |
|----------|-----|------|--------|--------|
| Messages | 301 | 53 | 248 | 1 |
| Outreach | 8 | 2 | 6 | 0 |
| Services | 149 | 21 | 128 | 2 |
| Events | 9 | 0 | 9 | 0 |

Additional Home Addresses

Edit | Add Message | Add Service | Add Event | ...

3. Click on the Addresses tab.


Edit Contact




Mr. Johnny C. Bravo

Name
Communications
Addresses
More

| | | |
|--------------------------|--------------|----------------------------|
| <i>Prefix</i> | <i>First</i> | <i>Middle</i> |
| Mr. | Johnny | C. |
| <i>Formal Salutation</i> | | <i>Informal Salutation</i> |
| Mr. Bravo | | Johnny |

4. Click on the .

Edit Contact x



Mr. Johnny C. Bravo

Engagement

7

Low

Name
Communications
Addresses
More

Preferred Primary Type
 Home Business

Add Address
Delete Address

Select Address H: 12134 Monument Dr, Fairfax, Virginia 22033*

Address Type
 Home Business
 Residential Primary **Preferred Primary**

Address Line 1

Address Line 2

City

State

Zip

+4

Q

Country

County

Precinct

Cong. District

State House
State Senate

ID#7118241
Row 1

Save & Close
Save
Close



5. Address fields validated or errors will display. The 4-digit zip extension will also populate if it was blank.