

Using the Address Checker

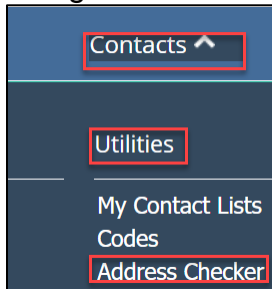
Market: Federal/State/Local, House, Senate

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.

Viewing capabilities of the Address Checker

1. Navigate to **Contacts > Utilities > Address Checker**.

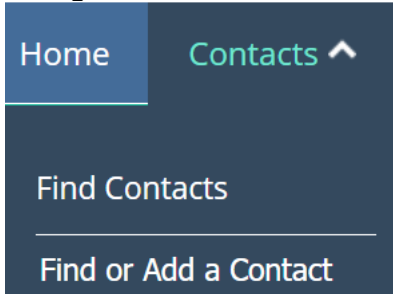


2. In the **Address Lookup**, select an option to lookup.

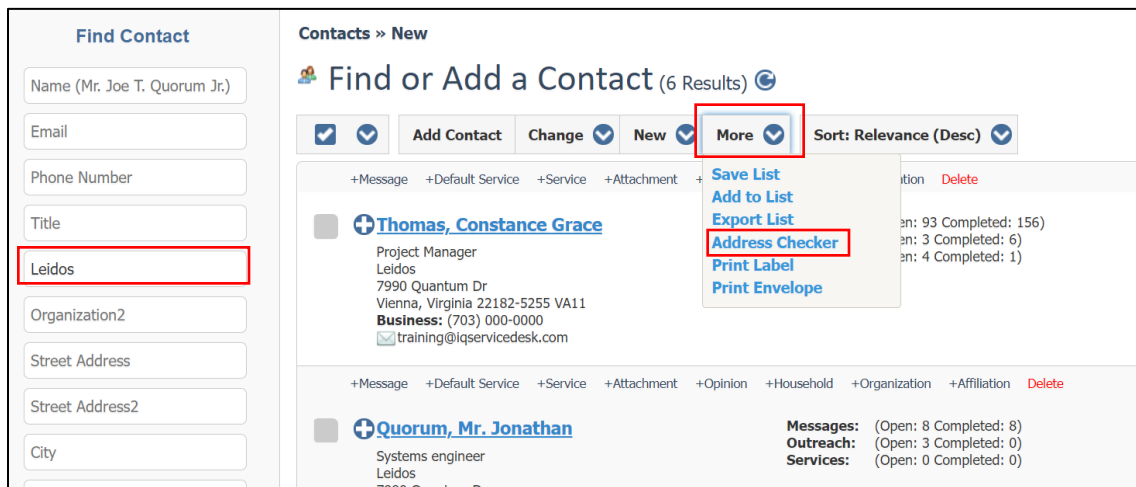
A screenshot of the 'Address Checker Lookups' interface. The breadcrumb trail at the top reads 'Contacts > Address Checker Lookups'. On the left, there is a 'Lookup Type' section with labels for 'Address Line 1', 'Address Line 2', 'City', 'State', and 'ZIP Code'. To the right of these labels is a large dropdown menu titled 'Address Lookup' with a checkmark icon. The dropdown menu is open, showing a list of options: 'Address Lookup', 'Cities in a ZIP Code', 'Cities in a State', 'ZIP Codes in a City', 'Streets in a ZIP Code', 'Street ZIP Detail', 'ZIP Code Information', 'Distance Between ZIP Codes', and 'About Address Checker'. The 'Address Lookup' option is highlighted in blue. At the bottom center of the interface is a blue 'Lookup' button.

Using Address Checker for Contact Record(s)

1. Navigate to **Contacts > Find Contacts > Find or Add a Contact.**



2. In the **Find Contact** pane, select an attribute (e.g., title, organization, etc.) and enter information in the field. Click **Find Existing Contacts**.
3. Check the box for all or specific records. Click **More** and select **Address Checker**.



4. Select an option in the **Address Type** field and click **Run**.

Run Address Checker for 6 Contacts

Address Type

Settings

Preferred Addresses

Preferred Addresses

Primary Home Addresses

Primary Business Addresses

All Addresses