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 while using the Find/Add a Contact action, editing a contact record, and within a list of Contacts.

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

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

Find or Add a Contact

1. Click on the Find or Add a Contact action icon .
2. Type in a first and/or last name.
3. Type in a Street and then type in a zip code into the city or zip field.
4. Click on the icon.
5. IQ will now check that the address is real.

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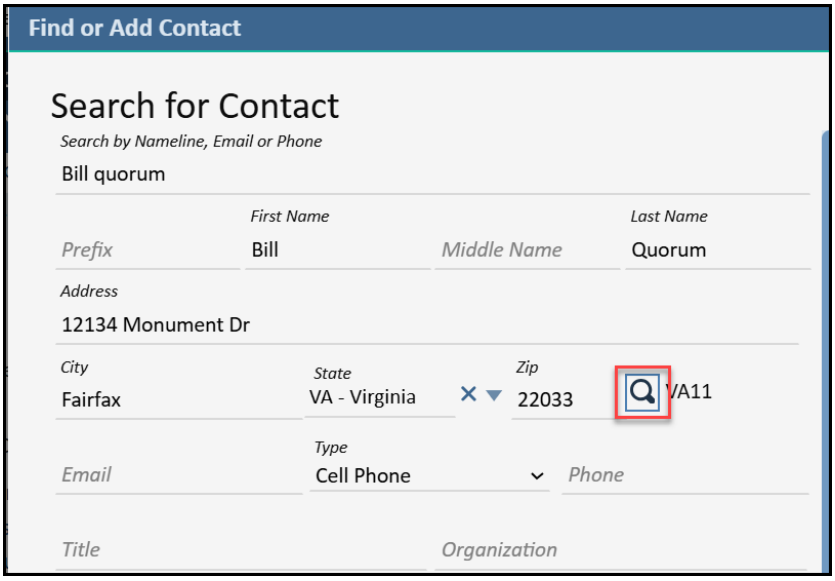
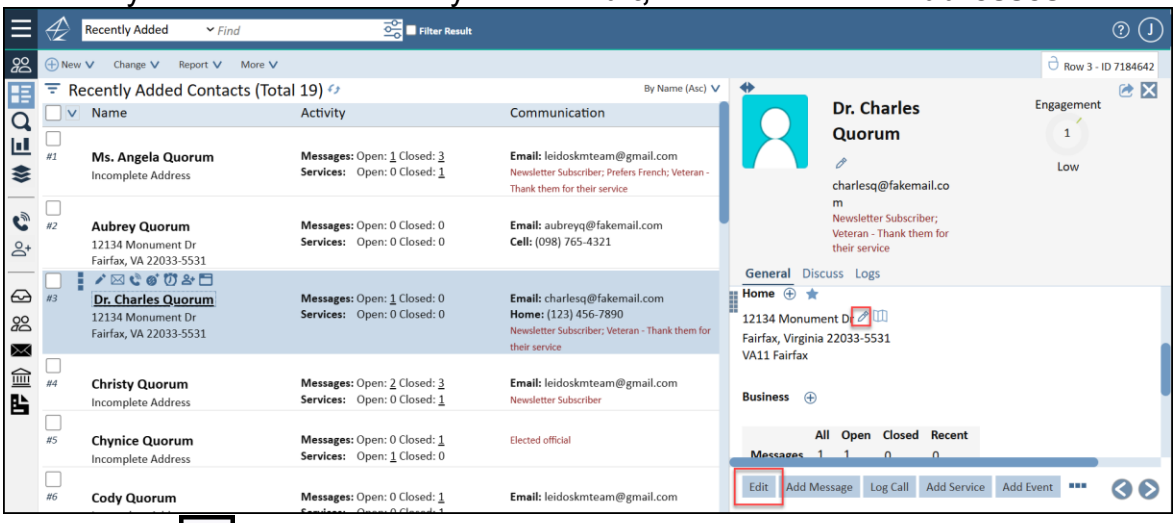


From an Existing Contact Record

1. Search for and select a contact record.
2. In the **Contact** details, click the **Edit** button or the **Pencil** icon next to the address you wish to validate. If you click **Edit,** next click on the **Addresses** tab.



3. Click on the icon for the address you wish to validate. If no address exists, type in the street and place the zip code in the city or zip code field and then click the icon.
4. Address fields validated or errors will display. The 4-digit zip extension will also populate if it was blank.

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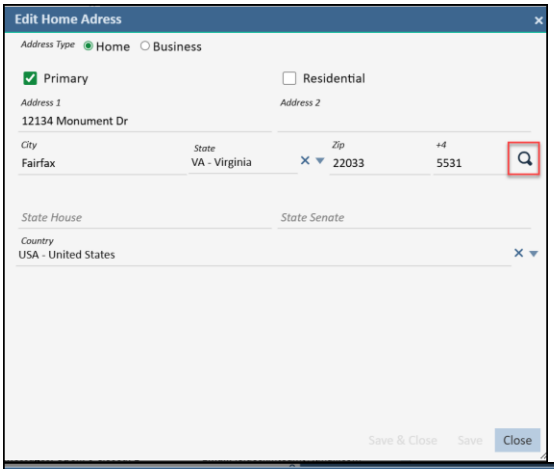
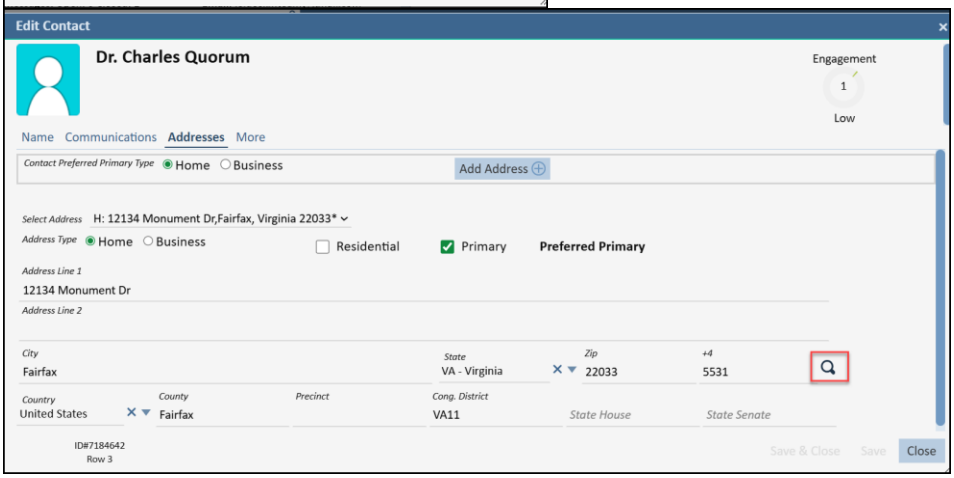
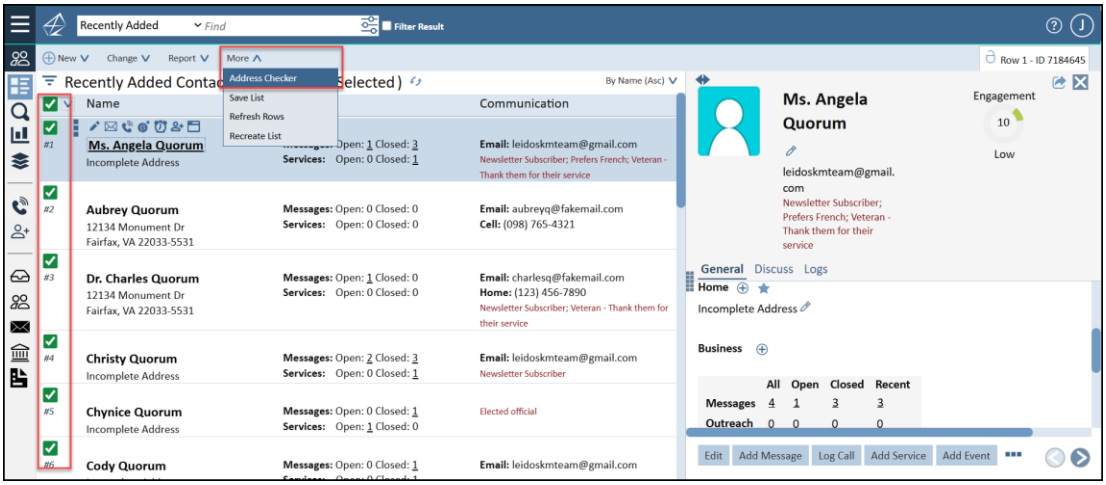




Within a Contact List

1. Select all the Contacts within your list.
2. Click on **More → Address Checker**



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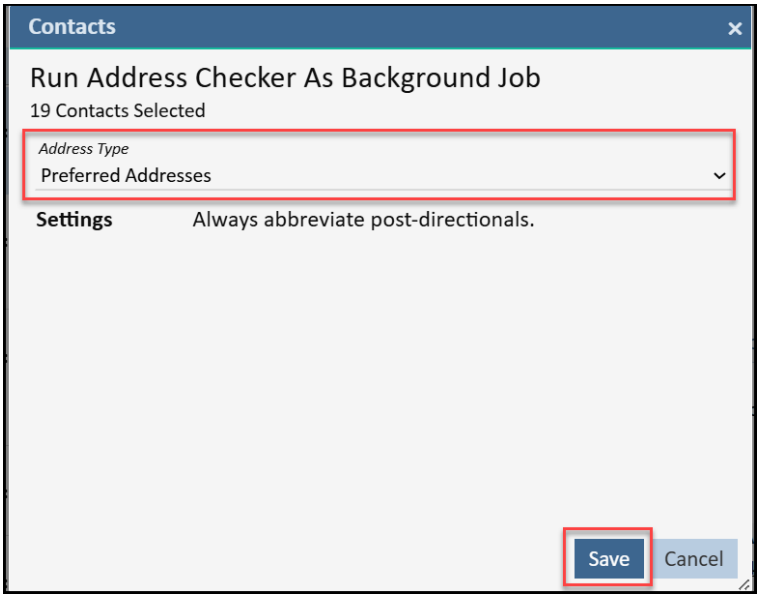
3. Choose what address you would like checked and then click **Save.**
4. A Background Job will now begin to check the status of these addresses. You should receive an email when the job is complete. If you do not, reach out to your IQ Consultant for assistance.



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