

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.

Find or Add Contact

Search for Contact

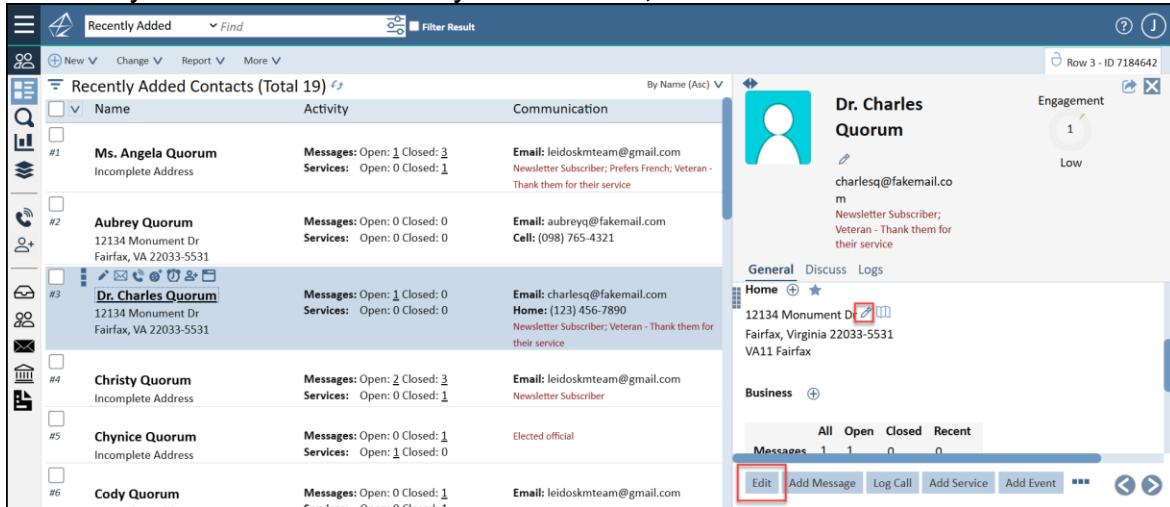
Search by Nameline, Email or Phone

Bill quorum

Prefix	First Name Bill	Middle Name	Last Name Quorum
Address 12134 Monument Dr			
City Fairfax	State VA - Virginia	Zip X ▾ 22033	 VA11
Type Email		Cell Phone	Phone
Title		Organization	

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.



Recently Added Contacts (Total 19)

Name	Activity	Communication
Ms. Angela Quorum Incomplete Address	Messages: Open: 1 Closed: 3 Services: Open: 0 Closed: 1	Email: leidoskmteam@gmail.com Newsletter Subscriber; Prefers French; Veteran - Thank them for their service
Aubrey Quorum 12134 Monument Dr Fairfax, VA 22033-5531	Messages: Open: 0 Closed: 0 Services: Open: 0 Closed: 0	Email: aubreyq@fakemail.com Cell: (098) 765-4321
Dr. Charles Quorum 12134 Monument Dr Fairfax, VA 22033-5531	Messages: Open: 1 Closed: 0 Services: Open: 0 Closed: 0	Email: charlesq@fakemail.com Home: (123) 456-7890 Newsletter Subscriber; Veteran - Thank them for their service
Christy Quorum Incomplete Address	Messages: Open: 2 Closed: 3 Services: Open: 0 Closed: 1	Email: leidoskmteam@gmail.com Newsletter Subscriber
Chynice Quorum Incomplete Address	Messages: Open: 0 Closed: 1 Services: Open: 1 Closed: 0	Elected official
Cody Quorum	Messages: Open: 0 Closed: 1 Services: Open: 0 Closed: 1	Email: leidoskmteam@gmail.com

Dr. Charles Quorum

charlesq@fakemail.com
Newsletter Subscriber; Veteran - Thank them for their service

General Discuss Logs

Home: 12134 Monument Dr, Fairfax, Virginia 22033-5531, VA11 Fairfax

Business: 12134 Monument Dr, Fairfax, Virginia 22033-5531, VA11 Fairfax

All Open Closed Recent

Messages 1 1 0 0

Edit Add Message Log Call Add Service Add Event

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.



Edit Home Address

Address Type Home Business

Primary Residential

Address 1: 12134 Monument Dr

City: Fairfax	State: VA - Virginia	Zip: 22033	+4: 5531	<input type="button" value="Q"/>
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Address 2: State House

Country: USA - United States

Edit Contact

Dr. Charles Quorum

Engagement: 1 (Low)

Name [Communications](#) [Addresses](#) [More](#)

Contact Preferred Primary Type Home Business [Add Address](#) 

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

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

Address Line 1: 12134 Monument Dr

Address Line 2:

City: Fairfax	State: VA - Virginia	Zip: 22033	+4: 5531	<input type="button" value="Q"/>	
Country: United States	County: Fairfax	Precinct:	Conc. District: VA11	State House	State Senate

ID#7184642
Row 3

Within a Contact List

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

Recently Added Find Filter Result

More ▾ Address Checker Selected) By Name (Asc) V

New Change Report More ▾ Address Checker Selected) By Name (Asc) V

Save List Refresh Rows Recreate List

Open: 1 Closed: 3

Open: 0 Closed: 1

Services: Open: 0 Closed: 1

Name

Ms. Angela Quorum

Incomplete Address

Communication

Email: leidoskmteam@gmail.com

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#1

Ms. Angela Quorum

Incomplete Address

Communication

Email: leidoskmteam@gmail.com

Newsletter Subscriber; Prefers French; Veteran - Thank them for their service

#2

Aubrey Quorum

1234 Monument Dr Fairfax, VA 22033-5531

Messages: Open: 0 Closed: 0

Services: Open: 0 Closed: 0

Email: aubreyq@fakemail.com

Cell: (098) 765-4321

#3

Dr. Charles Quorum

1234 Monument Dr Fairfax, VA 22033-5531

Messages: Open: 1 Closed: 0

Services: Open: 0 Closed: 0

Email: charlesq@fakemail.com

Home: (123) 456-7890

Newsletter Subscriber; Veteran - Thank them for their service

#4

Christy Quorum

Incomplete Address

Messages: Open: 2 Closed: 3

Services: Open: 0 Closed: 1

Email: leidoskmteam@gmail.com

Newsletter Subscriber

#5

Chynice Quorum

Incomplete Address

Messages: Open: 0 Closed: 1

Services: Open: 1 Closed: 0

Elected official

Cody Quorum

Messages: Open: 0 Closed: 1

Email: leidoskmteam@gmail.com

Row 1 - ID 7184645

Engagement 10 Low

General Discuss Logs

Home

Incomplete Address

Business

All Open Closed Recent

Messages 4 1 3 3

Outreach 0 0 0 0

Edit Add Message Log Call Add Service Add Event

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J

3. Choose what address you would like to check 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.

