

## 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	Middle Name	Last Name
	Bill		Quorum

Address

12134 Monument Dr

City	State	Zip
Fairfax	VA - Virginia	22033

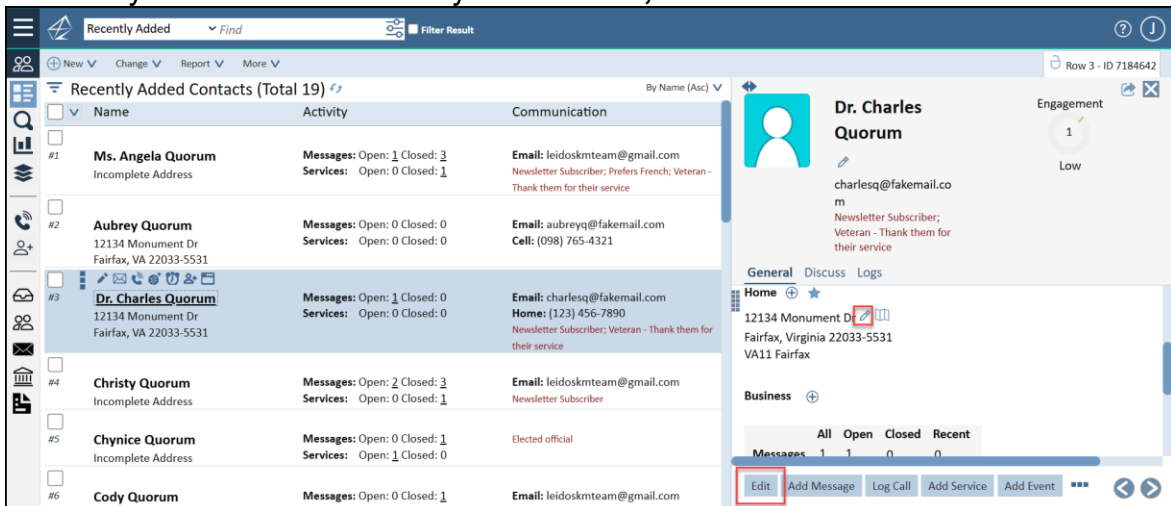
Email	Type	Phone
	Cell Phone	

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.



The screenshot shows the 'Recently Added Contacts' list with the following contacts:

#	Name	Activity	Communication
#1	Ms. Angela Quorum	Messages: Open: 1 Closed: 3 Services: Open: 0 Closed: 1	Email: leidoskteam@gmail.com Newsletter Subscriber; Prefers French; Veteran - Thank them for their service
#2	Aubrey Quorum	Messages: Open: 0 Closed: 0 Services: Open: 0 Closed: 0	Email: aubreyq@fakemail.com Cell: (098) 765-4321
#3	Dr. Charles Quorum	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	Messages: Open: 2 Closed: 3 Services: Open: 0 Closed: 1	Email: leidoskteam@gmail.com Newsletter Subscriber
#5	Chynice Quorum	Messages: Open: 0 Closed: 1 Services: Open: 1 Closed: 0	Elected official
#6	Cody Quorum	Messages: Open: 0 Closed: 1 Services: Open: 0 Closed: 1	Email: leidoskteam@gmail.com

The details for Dr. Charles Quorum are shown on the right:


**Dr. Charles Quorum**  
 Engagement: 1 (Low)  
 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**  
 All | Open | Closed | Recent  
 Messages: 1 | 1 | 0 | 0

Buttons: 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

State House: State Senate:

Country: USA - United States

Save & Close Save Close

**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

Country: United States County: Fairfax Precinct: VA11 State House: State Senate:

ID#7184642 Row 3 Save & Close Save Close

## Within a Contact List

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

Recently Added Find Filter Result

New Change Report More

Address Checker

Save List Refresh Rows Recreate List

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

Ms. Angela Quorum Engagement: 10 Low

leidoskmtteam@gmail.com  
Newsletter Subscriber; Prefers French; Veteran - Thank them for their service

General Discuss Logs

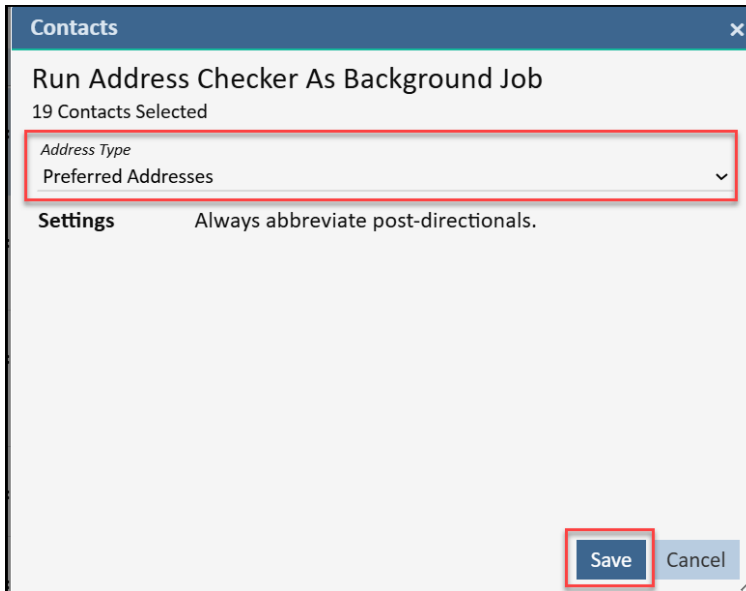
Home Incomplete Address

Business

	All	Open	Closed	Recent
Messages	4	1	3	3
Outreach	0	0	0	0

Edit Add Message Log Call Add Service Add Event

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.



**Contacts** [X]

Run Address Checker As Background Job

19 Contacts Selected

Address Type  
Preferred Addresses [v]

**Settings** Always abbreviate post-directionals.

[Save] [Cancel]