

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.

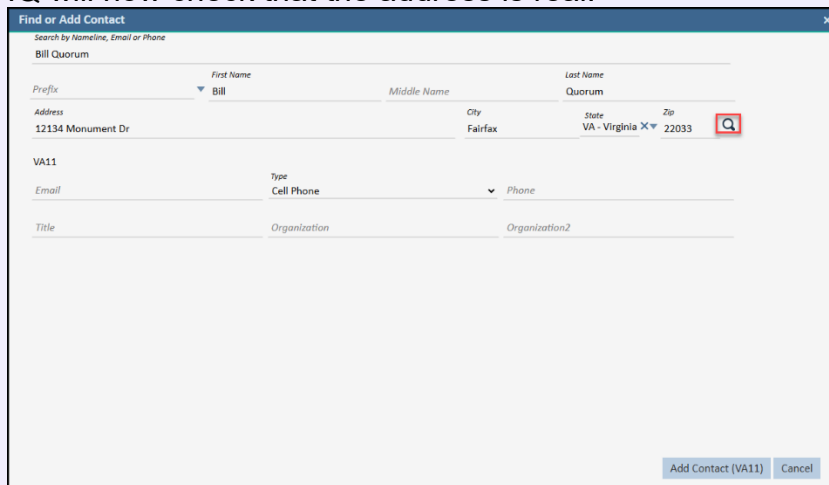
These instructions teach users how to use the IQ Address Checker while using the Find/Add a Contact action, editing a contact record, and within a list of Contacts.

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.

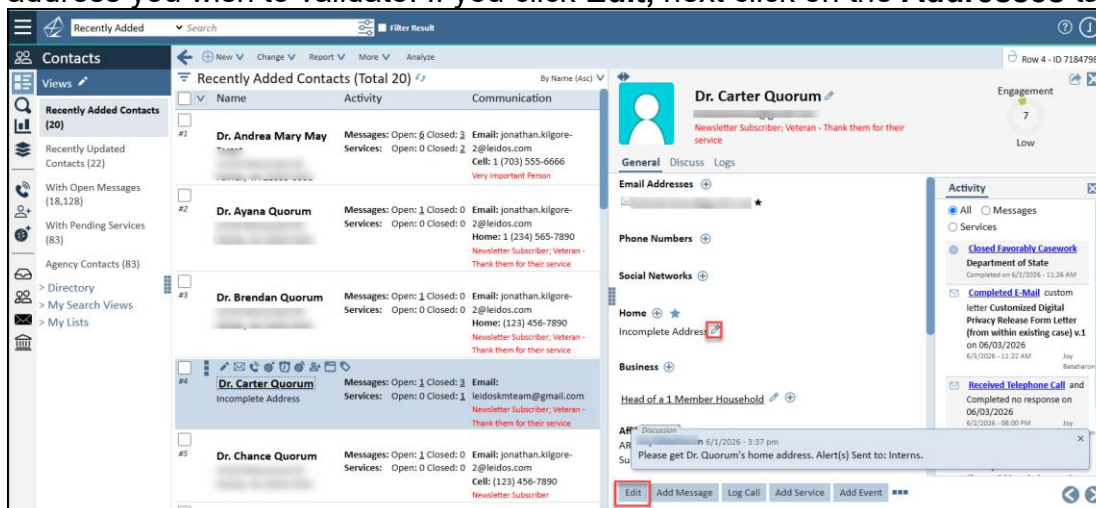
Find or Add a Contact

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.



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.

Edit Home Address

Address Type: ☒ Home ☐ Business

☒ Primary ☐ Residential

Address 1: 12134 Monument Dr Address 2:

City: Fairfax State: VA - Virginia Zip: 22033 +4: 5531

VA11

State House: State Senate:

Country:

Save & Close Save Close

Edit Contact

Dr. Carter Quorum Engagement: 7 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 Precinct: Cong. District: State House: State Senate:

ID#7186798 Row: 4

Save & Close Save Close

Within a Contact List

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

Recently Added Search Filter Result

Contacts

Views Recently Added Contacts (20) Recently Updated Contacts (22) With Open Messages (18,128) With Pending Services (83) Agency Contacts (83) > Directory > My Search Views > My Lists

Quick Search for "Quorum" Selected) By Name (Asc)

More Address Checker Save List Refresh Rows Recreate List Services: Open: 0 Closed: 0

Name	Messages: Open: 1 Closed: 0	Services: Open: 0 Closed: 0	Email:
Dr. Ayana Quorum			Home: 1 (234) 565-7890 Newsletter Subscriber; Veteran - Thank them for their service
Dr. Brendan Quorum			Home: (123) 456-7890 Newsletter Subscriber; Veteran - Thank them for their service
Dr. Carter Quorum			Home: 1 (234) 565-7890 Newsletter Subscriber; Veteran - Thank them for their service
Dr. Chance Quorum			Cell: (123) 456-7890 Newsletter Subscriber

General Discuss Email Addresses Phone Numbers Social Networks Home Business

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.

The screenshot shows a software window titled "Contacts" with a close button (X) in the top right corner. Inside the window, the title "Run Address Checker As Background Job" is displayed above the text "19 Contacts Selected". Below this is a dropdown menu labeled "Address Type" with "Preferred Addresses" selected. Underneath the dropdown is a "Settings" section with the text "Always abbreviate post-directionals." At the bottom right of the window, there are two buttons: "Save" and "Cancel". The "Save" button is highlighted with a red rectangular box.