

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 for search and analysis of contact records.

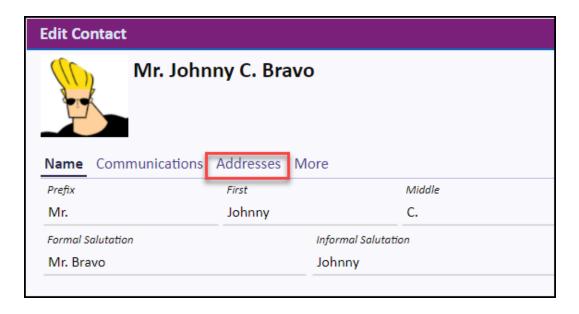
Note: The address checker will only verify the address if either:

- a. Street address is complete, and the zip code is in the city field.
- b. Street name, city name, zip and state are completed.
- 1. Search for and select a contact record.
- 2. In the Contact details, click the Edit button.



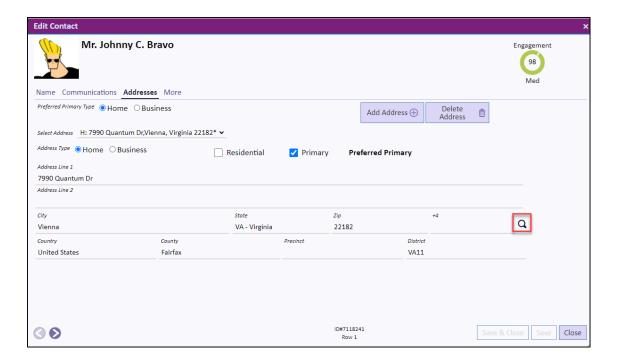


3. Click on the Addresses tab.



4. Click on the





5. Address fields validated or errors will display. The 4-digit zip extension will also populate if it was blank.