



## CONTRACTOR RELEASE DOCUMENT- SEPTEMBER PT 2, 2019

### Address Validation - Secondary Address update

**Administrator Database Area Affected:** *Admin > Edit Employees*

**Contractor Database Area Affected:** *Set Up > Add/Edit Employees*

The system now confirms the secondary address information with the United States Postal service. If a user enters an incomplete or incorrect Address 2, or if they are missing it altogether, they will receive the following message:

The screenshot shows the 'Add / Edit Employee Information' form for employee ELINOR, LEVI. The 'Address 2' field is highlighted in yellow, indicating a validation error. A 'Results' dialog box is open, displaying the message: 'The primary street address has been validated. Address 2 (apartment, unit, etc) is missing for this location. You will still be able to save this address as a validated record, but may want to add the apt/unit number.' The dialog box has an 'OK' button.

**Please note, the address has been validated by USPS and LCPtracker, but the apartment/unit number can be added or corrected. However, it is currently not a requirement of the system.**

If their Address 2 entry is incorrect or incomplete, the system will highlight the field in orange. If the entry is missing completely, the field will be highlighted in yellow.



Admin and Contractor side:

- When secondary is missing:

Select Employee To Edit

Filter Employee Selection

Select an Employee

ELINOR, LEVI x Help

Add / Edit Employee Information

First Name \* LEVI Last Name \* ELINOR

Address 1 \* 3050 S Bristol St Address 2 The main address has been validated, but this location is missing an apt/unit number.

City \* Santa Ana State \* CA - CALIFORNIA Zip \* 92704 ✓ Address Validated

SSN Employee ID \*

- When secondary is incorrect:

Select Employee To Edit

Filter Employee Selection

Select an Employee

ELINOR, LEVI x Help

Add / Edit Employee Information

First Name \* LEVI Last Name \* ELINOR

Address 1 \* 3050 S Bristol St Address 2 Apt 8 The main address has been validated, but the apt/unit number is incorrect for this location.

City \* Santa Ana State \* CA - CALIFORNIA Zip \* 92704 ✓ Address Validated

SSN Employee ID \*

- When secondary is completed correctly:

Select Employee To Edit

Filter Employee Selection

Select an Employee

ELINOR, LEVI x Help

Add / Edit Employee Information

First Name \* LEVI Last Name \* ELINOR

Address 1 \* 3050 S Bristol St Address 2 Unit 8G

City \* Santa Ana State \* CA - CALIFORNIA Zip \* 92704 ✓ Address Validated

SSN Employee ID \*