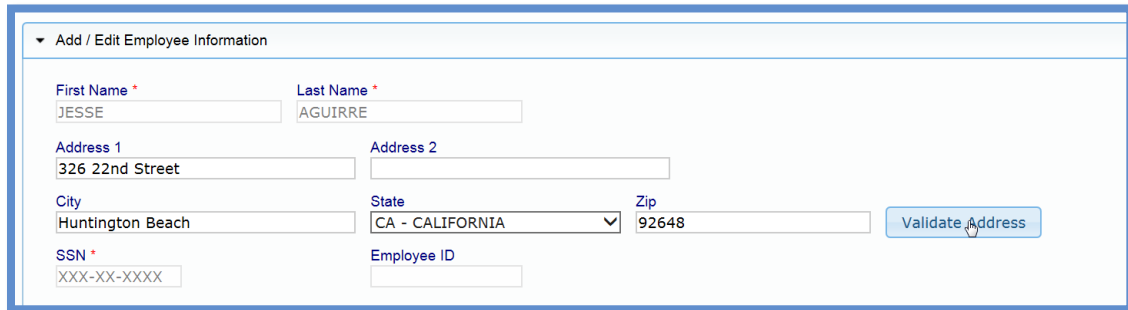


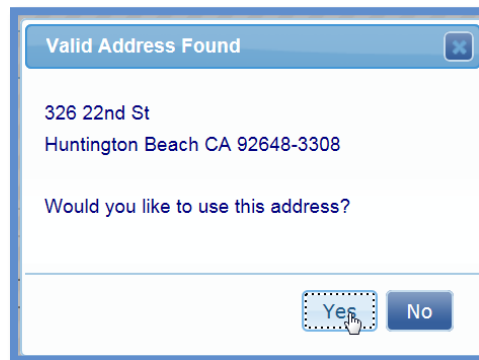
ADDRESS VALIDATION

From the **Add/Edit Employee** Screen you will see the **Validate Address Button**:



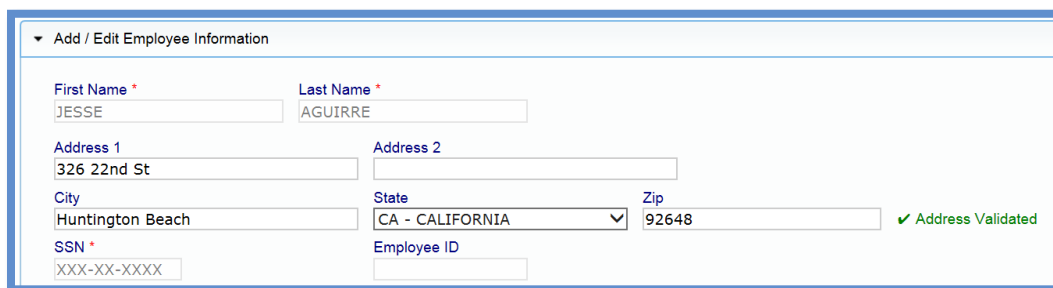
The screenshot shows a web form titled "Add / Edit Employee Information". It contains several input fields: "First Name" (JESSE), "Last Name" (AGUIRRE), "Address 1" (326 22nd Street), "Address 2" (empty), "City" (Huntington Beach), "State" (CA - CALIFORNIA), "Zip" (92648), "SSN" (XXX-XX-XXXX), and "Employee ID" (empty). A blue button labeled "Validate Address" is positioned to the right of the "State" and "Zip" fields.

When clicked, the address will be compared to the US Postal Service database and possible match may be suggested:



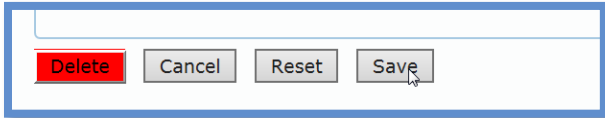
The dialog box has a title bar "Valid Address Found" with a close button. The main content area displays the address: "326 22nd St", "Huntington Beach CA 92648-3308". Below the address, it asks "Would you like to use this address?". At the bottom, there are two buttons: "Yes" and "No".

If you pick Yes, then the data will now appear in the address fields in the Employee Screen and **Address Validated** will show in green:



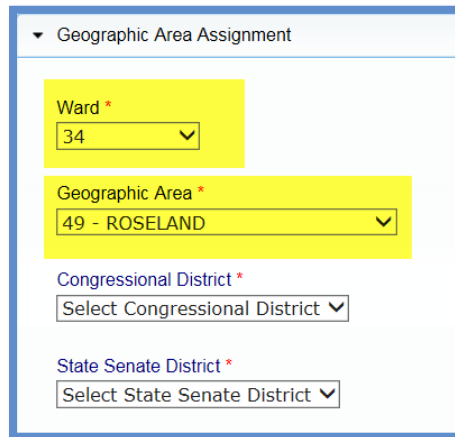
The screenshot shows the same form as before, but now the "Address 1" field contains "326 22nd St" and the "Address 2" field is empty. The "City" field is "Huntington Beach", "State" is "CA - CALIFORNIA", and "Zip" is "92648". A green checkmark and the text "Address Validated" are displayed to the right of the "Zip" field.

Be sure to click **Save**:

A screenshot of a form's bottom section, enclosed in a blue border. It contains four buttons: "Delete" (highlighted in red), "Cancel", "Reset", and "Save". A mouse cursor is hovering over the "Save" button.

AREA LOOKUP:

If Area Lookup has been activated this data will be Auto-Populated in the **Geographic Area Assignment** section of the Employee Page:

A screenshot of the "Geographic Area Assignment" form. The form is titled "Geographic Area Assignment" and contains four dropdown menus. The first two, "Ward *" and "Geographic Area *", are highlighted in yellow. The "Ward *" dropdown is set to "34". The "Geographic Area *" dropdown is set to "49 - ROSELAND". The "Congressional District *" dropdown is set to "Select Congressional District". The "State Senate District *" dropdown is set to "Select State Senate District".