
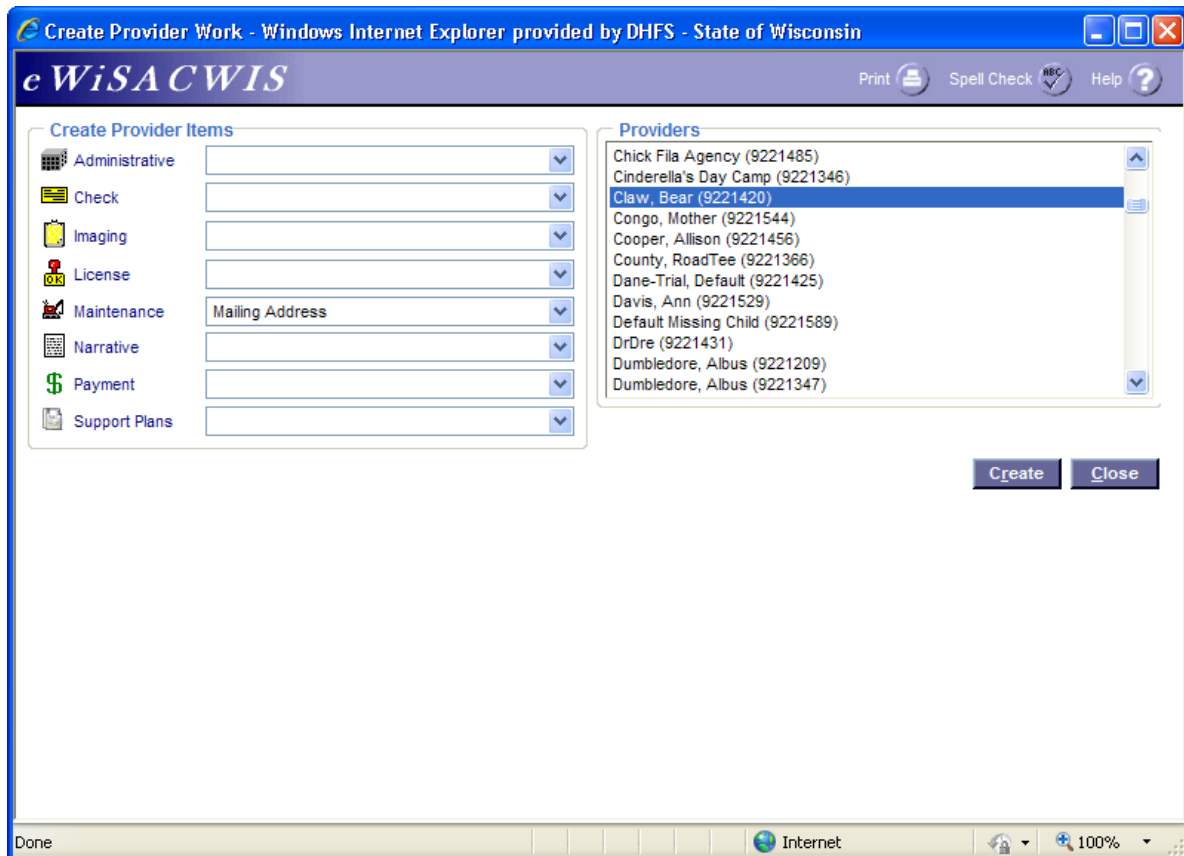


Create/Change a Mailing Address

1. From the desktop, click the Provider Work hot button . This will open the Create Provider Work page.
2. On the Create Provider Work page, select Mailing Address from the Maintenance drop-down, select the appropriate provider, and click Create. This will open the Create Mailing Address page.



3. On the Create Mailing Address page, the Provider's name and Provider type will pre-fill in the Provider group box. The Previous Mailing Address group box will pre-fill with the current mailing address.

The screenshot shows a web browser window titled "Create Mailing Address - Windows Internet Explorer provided by DHFS - State of Wisconsin". The page header features the "eWiSACWIS" logo and navigation icons for "Print", "Spell Check", and "Help". The form is divided into three main sections:

- Provider:** Name: Bear Claw, Type: Treatment Foster Home
- Previous Mailing Address:** C/O, Street, Apt, City, State: WI, ZIP, Country: United States, Home, Ext, Work, Ext, Fax, Effective Date: 01/29/2010
- Current Mailing Address:** C/O, Street, Apt, WI City, City, State: WI, ZIP, Country: United States, Home, Ext, Work, Ext, Fax, Effective Date: 01/29/2010

At the bottom right of the form, there are "Save" and "Close" buttons. The browser's status bar at the bottom shows "Done", "Local intranet", and "100%".

4. The third group box is the Current Mailing Address. Enter the Street address, City, Zip, County of Residence and Effective Date. The Effective Date will default to today's date but can be changed. The remainder fields are optional. Click Save.

NOTE: The Mailing Address is where the check will be sent. If there is no mailing address in eWiSACWIS, checks will be sent to the physical address.