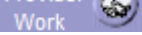
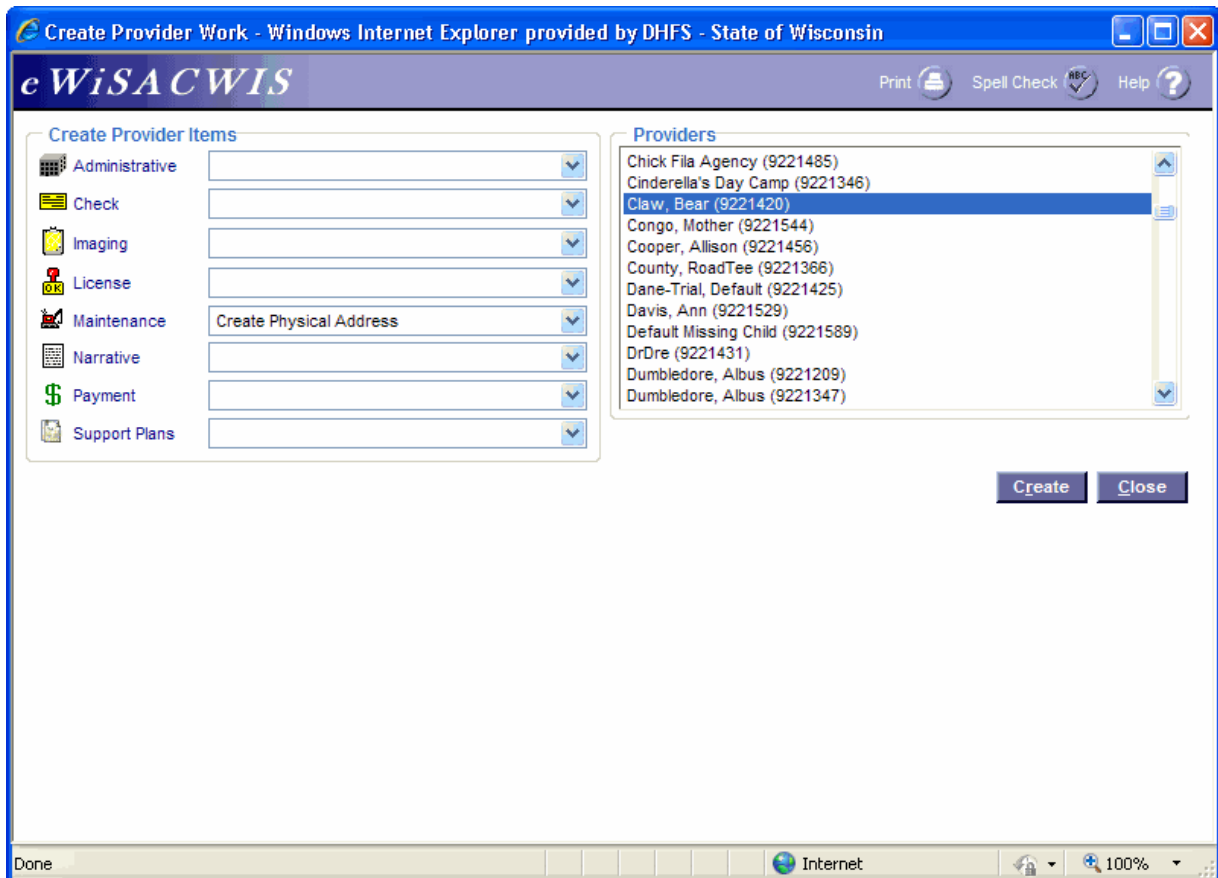


Change a Physical Address

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 Create Physical Address from the Maintenance drop-down and select the appropriate provider. Click the Create button. This will open the Create Physical Address page.



- On the Create Physical Address page, the first group box is the Provider box. The Provider's name and Provider type will pre-fill. The next group box is the Previous Physical Address box. This box will pre-fill with the address that is currently in the system.

Create Physical Address - Windows Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Provider
 Name: Bear Claw Type: Foster Home

Previous Physical Address
 C/O:
 Street: 21 N Butler Street Apt:
 City: Madison State: WI ZIP: 53702 County of Residence: Dane Country: United States
 Home: (608)555-1212 Ext: Work: Ext: Fax: Effective Date: 09/18/2006

Current Physical Address
 C/O:
 Street: Apt:
 WI City: City:
 State: WI ZIP: County of Residence: Country: United States
 Home: Ext: Work: Ext: Fax:
 E-Mail: Effective Date: 01/29/2010

Save Close

Done Local intranet 100%

- The third box is the Current Physical Address box. This is the residence that the provider just moved to. 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: When a provider moves and a new physical address is entered, eWiSACWIS closes the current license and creates a new pending license the day after the Effective Date entered on the Create Physical Address page.