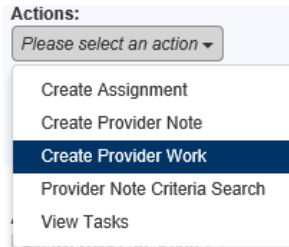


Change a Physical Address

Note: In order to change a provider's address, you need an assignment to the provider record.

1. From the desktop, go to the Provider tab and click the Create Provider Work hyperlink [Create provider work](#) or select Create Provider Work from the Actions drop-down next to the specific provider to 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.

A screenshot of the 'eWiSACWIS' 'Create Provider Work' page. The page has a dark blue header with the 'eWiSACWIS' logo and 'Print' and 'Help' links. The main content area is divided into two panels. The left panel, titled 'Create Provider Items', contains a list of categories with dropdown menus: Administrative, Check, Imaging, Kinship Care, License, Maintenance (selected), Narrative, Payment, and Unlicensed Complaint. The 'Maintenance' dropdown is open, showing three options: 'Create Physical Address' (highlighted in blue), 'Maintain Physical Address', and 'Maintain Provider'. The right panel, titled 'Providers', contains a long list of provider names and IDs, such as 'AA, Ace (9221457)', 'AA, Ace (9222485)', 'AA-FoodClothingCases, TreatmentMother (9221215)', etc. At the bottom right of the page are 'Create' and 'Close' buttons.

3. On the Create Physical Address page, in the Address Search field, begin typing the address for a list of results to populate. Once the desired address appears, select it from the list and it will pre-fill the most accurate address information in the fields that follow. The Effective Date will default to today's date, but it can be changed.
- Fields that do not pre-fill can be manually entered including C/O, Address Line 3, and Apt
 - Click the 'Map this address' hyperlink to open a map with the address pinpointed.
 - Click Save to return to the Create Physical Address page

Create Physical Address - Work - Microsoft Edge

eWiSACWIS Print Help

Provider

Name: Type: Foster Home

Previous Physical Address

C/O:

Street:	123	Trail Drive	Apt:						
City:	Racine	State:	WI	Zip:	53401	County of Residence:	Price	Country:	United States
Home:	(111) 111-1111	Ext:	Work:	(222) 222-2222	Ext:	Fax:	Effective Date:	07/31/2014	
School District:	Abbotsford Sch Dist - 0007								

Current Physical Address

Address Search: Enter address for suggestion by Google

C/O:

Street: Apt: Details

WI City:

City: State: WI ZIP: County of Residence: Country: United States

Map this address

Home: Ext: Work: Ext: Fax:

School District:

E-Mail: Effective Date: 06/06/2022

Save Close

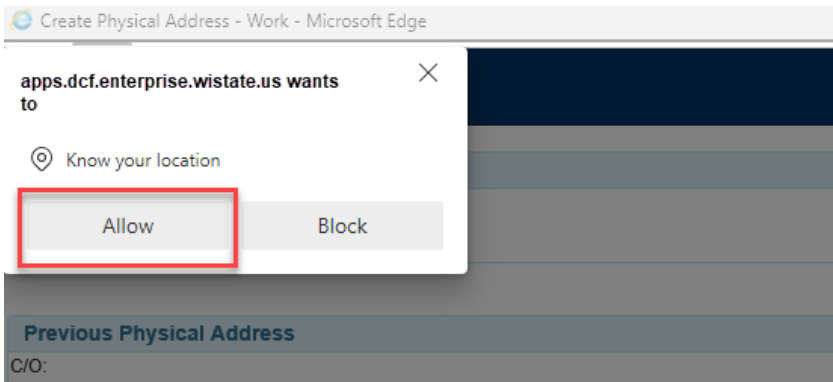
4. If you cannot locate an address using the Address Search field, a message will display indicating no results were found. Select No to enter a new address manually.

Confirmation

No results were found from the Address Search. Do you want to refine your search? Select Yes to refine your search or No enter a new address manually.

Yes No

Note: For best results in using the Address Search field, it is recommended that you allow your physical location to be shared when the message appears on your screen. To allow, Click Allow for this site when message displays.



5. If the provider has an Active-Regular license, you will receive the following message:

Confirmation

Creating a new physical address requires the provider to be re-licensed. A pending license will be created. Please complete the re-licensing process.

Close

Click the Close button on the message.

Note: When a provider moves and a new physical address is entered, eWiSACWIS closes the current license the day before the Effective Date entered on the Create Physical Address page and creates a new pending license as of the Effective Date.

6. On the Create Physical Address page, click the Close button to return to your desktop.

7. If the provider had an Active-Regular license, access the new Pending license from your desktop and complete the re-licensing process. Please see the associated [Modifying a License](#) User Guide.

Badger, Bucky (9221596)
Provider details:
Foster Home Level 1
License status: Pending
Des: Milwaukee

Provider address:
111 Main St
Racine, WI 53403 (Racine County)

Primary worker/licensor:
Evergreen, Evan
evan@evanville.com

Actions:
Please select an action ▼

View provider information

Agreements and Notices

Licenses

Placements

Assignments

Members

Provider Services

Basic

Parent Agency

Services

Home Inquiries

Payment Requests

Licenses