Create/Change a Mailing Address

Note: You must have an assignment to the provider record to update the mailing address for the provider.

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.

Actions:						
Please select an action 🗸						
Create Assignment						
Create Provider Note						
Create Provider Work						
Provider Note Criteria Search						
View Tasks						

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.

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eWiSACWIS			Print 🚔 Help 😌
Create Provider Items		Providers	
Administrative	v	AA, Ace (9221457) AA, Ace (9222485)	
Check	· · ·	A-F-6od(20thing/case, TreatmentMother (9221215) AAA Agency (922107) Aardwark, Amy (922238) Aardwark, Amy (9222305)	
🔥 Imaging	~	Aatovah, Antole (322 1900) Abby, Alice (322246) Abby, Anar (3221614) Abby, Ant (322246)	
😯 Kinship Care	~ ·	Add), And (9222430) ABC Group Hone (922225) ABC Sheller Care (9221765) ABC Sheller Care (9221765)	
# License	×	Abd-simeler Gale (1822) Abelman, Andrei (8221076) Addescent Treatment Center (9221965) Agency, GAA (20170)	
Sc Maintenance	Create Physical Address Mailting Address Maintain Physical Address	Algenci, Joan (2017463) Alaghini, Danie (9221463) Alghini, Danie (9221490) allen, notes (9221393)	
Narrative	Maintain Provider	Allendaie Association (9222005) Allendaie Association (9222005) Allenai, Uncle (9221698) AMRERICA, UESSEI (9221496)	
Payment	~ ·	America Volume (2021) (522) Angry Acete (2021) (522) Annie House Group Home (922) (217) Ant Hill CPA (922) (54)	
Unlicensed Complaint	~ ~ ·	Apple, Ariene (9221925) Apple, Reporter (922255) Apple, Reporter (9222625) Ash, April (9222103)	
		Astriod, Randy (9221717) Auntie, Zeus (9221712) Badger, Bucky (9221966)	
		Barbie, Fannaa (9221351) Barbie, Midge (922134) Bod, Head (9221748)	
		Bing, Barbarra (9221091) Bird, Larry (9221016) Bird, Larra (9222825)	
		BLIP PROVIDER (9221390) Blue (9221495) Brown. LeRv (9221455)	
		Bucky Day Care (822:1664) burny, bugs (922:8065) cake, dandide (922:1693)	
		Carnelle Home Inc (9221459) Cascading Mountains (9221432) Cheese, Providene (9221634)	
		Chick Fila Agency (9221485) Cinderella's Day Camp (9221346) Cone, Mether (9221544)	
		Cooper, Allison (9221456) County, RoadTee (9221366) Dane-Trial, Default (9221425)	
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3. On the Create Mailing Address page, the provider's name and type will pre-fill in the Provider group box. The Previous Mailing Address group box will pre-fill with the current mailing address. If there is no current mailing address, this will be blank.

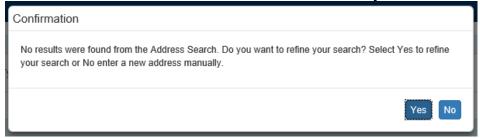
- 4. On the Create Mailing Address page, in the Address Search field, begin typing the address for a list of results to populate. Once the desired address appears, select it from the list and it will pre-fill the most accurate address information in the fields that follow. The Effective Date will default to today's date if there is no current mailing address. Update the Effective Date if it is prior to today. If there was a previous mailing address, the Effective Date will pre-fill with the date of the previous mailing address. Update the Effective Date to the date the current mailing address 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 Maintain Mailing Address page

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.

🧔 Create Mailing Address											- 0	ðХ
eWiSACW	IS										Print 🖨	Help \varTheta
Provider												
Name: Amy Aardvark						Type: Kinship Care Hom	3					
Previous Mailing Ad	dress											
C/O:												
Street:		123			Apt:							
City:	Fitchburg		State:	Zip: 53593		Country: United States						
Home:		Ext:		Work:		Ext		Fax:		Effective Date: 11/01/2021		
Current Mailing Add	ress											
Address Search:	Enter address for sugges	tion by Google										
C/O:												
Street:			/	Apt:								
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Map this address												
Home:		Ext		Work:		Ext		Fax:		Effective Date: 06/07/2022		

Save Close

5. 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.



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.

