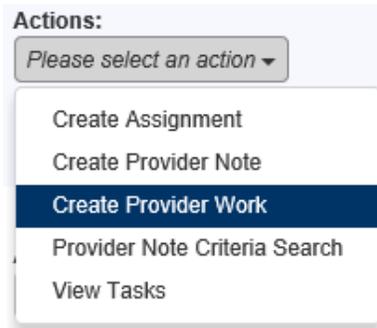


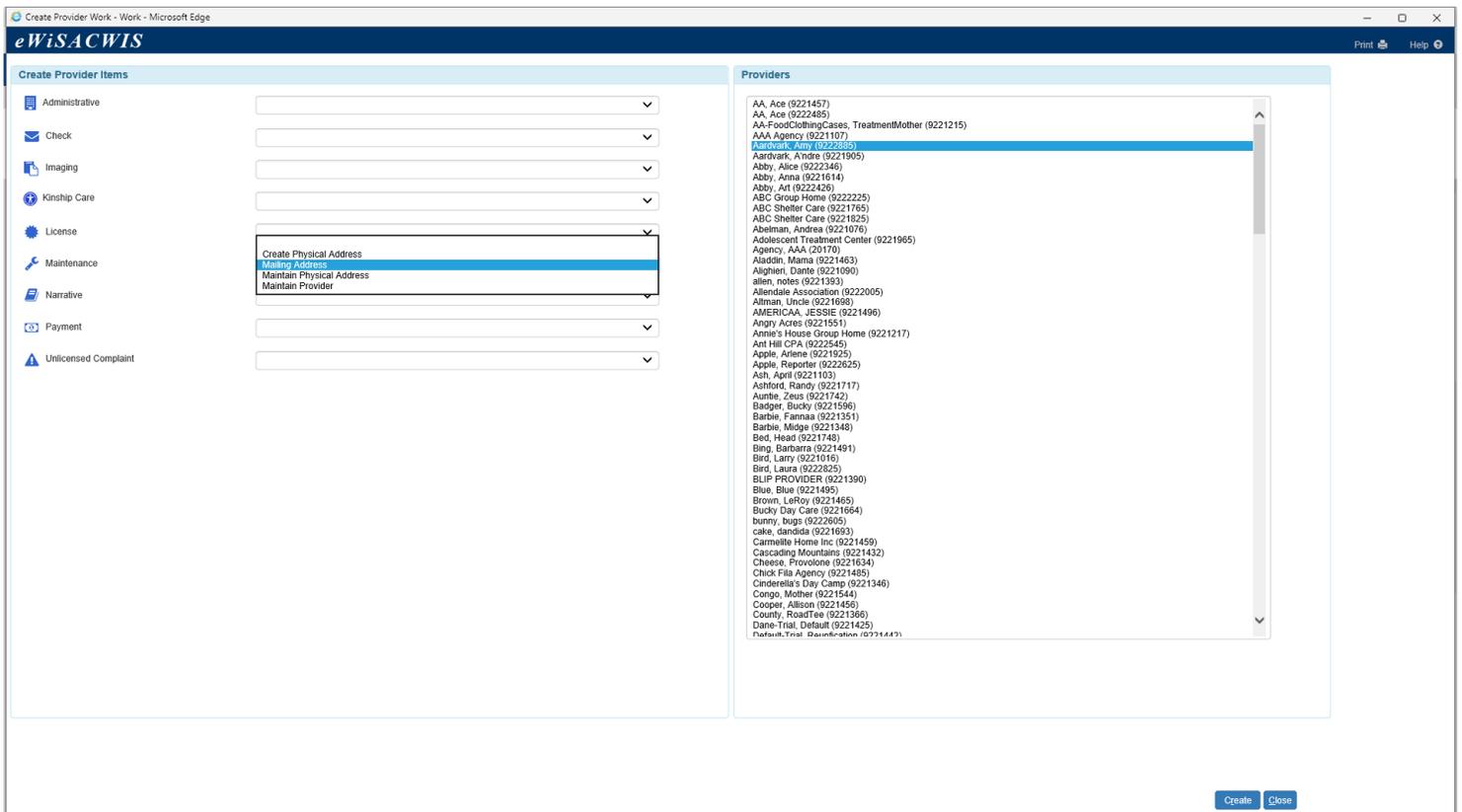
Create/Change a Mailing Address

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.



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 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.

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.

