

Editing Addresses

Last Updated: 05/23/2022

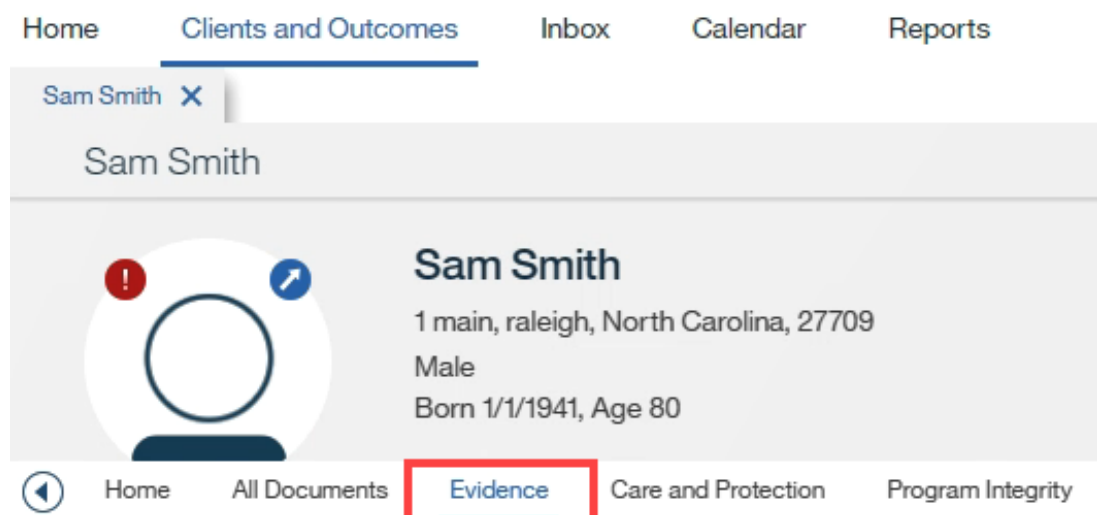
Overview

This job aid describes how to edit an individual address on the Person page.

Step-by-Step Instructions

1. Navigate to the Person page. Click the **Evidence** tab.

Note: For navigation steps to the Person page, refer to *Searching for Persons* job aid.



2. The Evidence page displays. Click the **List Actions Menu** for the applicable address evidence then select **Edit**.

Evidence ... ↺ 🛡️ ⓘ

Type	Description	Source	Period	Latest Activity	
▶ Addresses	Mailing address is 1 MAIN, raleigh, North Carolina, 27707	Person Record	10/14/2021 -	SYSTEM on 10/14/2021 13:59	⋮
▶ Addresses	Private address is 1 MAIN, raleigh, North Carolina, 27707	Person Record	10/14/2021 -	SYSTEM on 10/14/2021 13:59	<div> Edit... Delete... </div>

3. The Edit Address pop-up appears. Enter the applicable address then click **Next**.

Note: Do NOT delete or cancel an old address that was valid for a period in the past. Deleting an address should only occur if it were entered in error."

Edit Address

? ×

1 Edit Address

2 Validate Address

Step 1: Update address details for participant
Time Remaining: 29:51

Type *
Private
Primary
☒

From *
8/30/2018
To
8/11/2021

Apt/Suite
Street 1
1 main

Street 2
City
raleigh

County
Wake
State
North Carolina

Zip
27709

Comments

Next

Cancel

Note: Click **Cancel** to return to the Evidence page without editing address.

- The Validate Address pop-up appears. Select either **Suggested Address** or **Entered Address** then click **Save**.

Validate Address



1 Edit Address 2 **Validate Address**

Step 2: Select the suggested address returned by the system or the entered address.

Time Remaining: 28:54

i A suggested address was not returned, to accept entered address please continue.

Suggested Address		Entered Address	
Apt/Suite	Address 1	Apt/Suite	Address1
Address 2	City	Address2	City
County	State	County	Wake
Zip		Zip	27709
			Address1
			City
			State
			1 main
			raleigh
			NC

Cancel

Back

Save

Note: Click the **Back** button to return to the Edit Address pop-up.

- The Send new EBT Card to Nominee/Authorized Representative pop-up appears. Depending upon the client's situation of the address change, select **Yes** or **No**.

Send new EBT Card to Nominee/Authorized Representative ? x

You have just changed the address of an EBT Nominee / Authorized Representative. Would you like to order a new EBT card?

Yes

No

- The Evidence page displays.



NC FAST

North Carolina Families Accessing
Services through Technology

Sam Smith

Sam Smith
1 main, raleigh, North Carolina, 27709
Male
Born 1/1/1941, Age 80

350590228

Home

All Documents

Evidence

Care and Protection

Program Integrity

Issues and Proceedings

Financial Transactions

Referrals

Client Contact

Administration

Evidence

Issues

Verifications

Incoming Evidence

Evidence

Type	Description	Source	Period	Latest Activity
▶ Addresses	Private address is 2 Main St, Raleigh , North Carolina, 27804	Person Record	8/12/2021 -	NCFast USER68732 on 8/12/2021 16:36 ...
▶ Addresses	Private address is 1 main, raleigh, North Carolina, 27709	Person Record	8/30/2018 - 8/11/2021	NCFast USER68732 on 8/30/2021 16:39 ...