

How to Add an Individual's Mailing Address

This guide will provide written instructions on how to add somebody's **mailing address** in GAIL.

To add a **mailing address**:

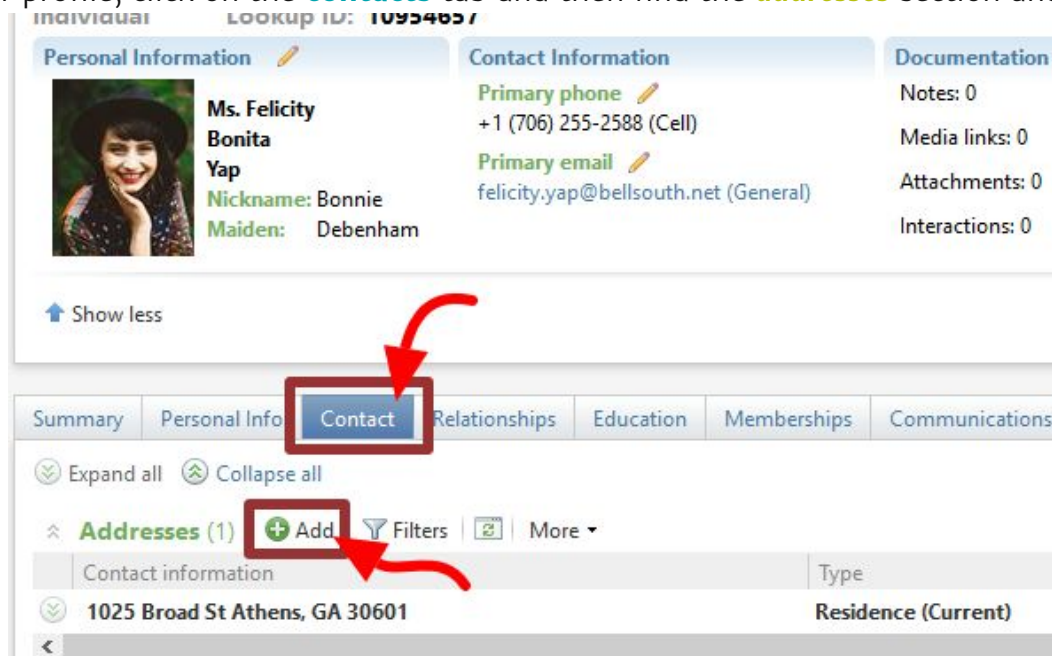
Step 1

Perform a **constituent search** for the individual whose address you would like to update and click into their **constituent profile**.



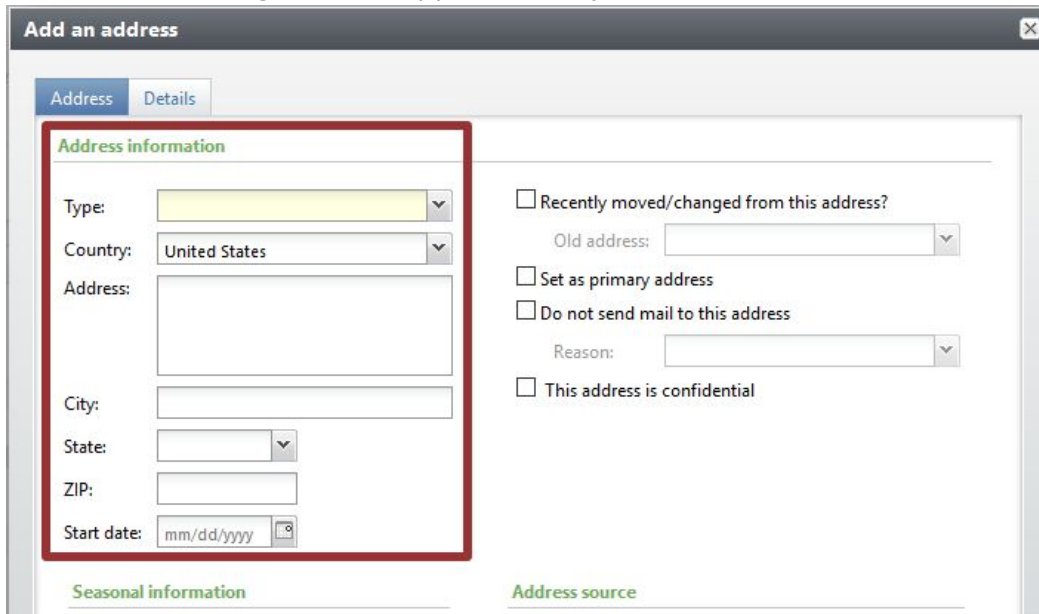
Step 2

In their profile, click on the **contacts** tab and then find the **addresses** section and click **add**.



Step 3

The **add an address** dialog box will appear. Here you can enter the address.



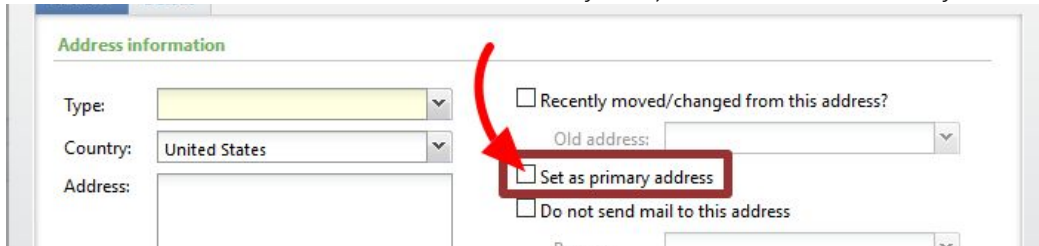
type — you'll most likely want to choose residence, but select was is most appropriate for the address you're adding (perhaps it's a business or parents' address, for example)

country/address/city/state/ZIP — enter the specifics for the new address

start date — enter today's date (under the **address information** section)

If this address is a primary address for the constituent, check the **set as primary** box.

- If the individual does not have an address in the system, this box will be check by default.



Step 4

For **information source** please select **your department** from the drop-down menu.

When you're done entering information, hit **save**.

