VERSION 1.0

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ADDRESS VERIFIER

FELLOWSHIP ONE

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OBJECTIVE

The Church Champions Address Verifier tool can automatically verify your primary addresses in Fellowship One (F1) using the built in verification logic already present. Unfortunately, F1 cannot verify many addresses at one time but the Church Champions tool can.

Furthermore, it understands what the F1 verifier logic is looking for in most cases in order to get the address to verify successfully. It will move pieces of the address around, convert abbreviations to full text, and try several other things known to work in order to get F1 to successfully verify the address. It ensures information is not erased or lost in the process as can happen if you are not watching carefully.

BENEFITS

F1 will save an unverified address but there are several benefits to having as many as possible verified.

STANDARDIZATION

A verified address is automatically transformed into a standard format in the following ways:
- The capitalization of the Street, City, State and Apartment text is corrected.
- A misspelled Street will be corrected if it is "close enough"
  - Spaces are added or removed between words to make it match the official Street name
- A standard abbreviation for Street, Road, Lane, Trail, etc. is used
  - If this street type is missing, it is added.
  - When the wrong one is used, it is corrected.
- Any apartment or suite number is moved to the second line if it was appended to the first line
  - The correct label is used such as Apt, Unit, Suite, Trlr, etc. depending on the address
  - This label will be added if it is missing
- The zip code is expanded to the full 5 + 4 value for that address

- The zip code will be corrected if it is wrong
- One will be added if it is missing
- Spaces and hanging dashes are removed
- The correct County for the address is inserted
- In some cases, it will look up and fill in the State or City if it is missing
- In some cases, it will correct the City if it is wrong

GOOD ADDRESSES ARE KNOWN

Each verified address has been compared to an internal database of known US Postal Service addresses and confirmed to exist as a valid, serviceable address.

F1 reports allow you to retrieve only the Verified addresses in order to avoid returned mail due to a bad or nonexistent address.

SUSPECT ADDRESSES ARE KNOWN

When verification has been attempted on all addresses, you can know which addresses are not verified and therefore suspect. These can then be reviewed for correction and additional information sought to correct them.

INCREASED CONFIDENCE

Throughout F1 there are many pages/screens that indicate when an address as been verified. Seeing that lets each user know that address is confirmed good when working with that person's information. When it's not there, they can know for certain that they should ask the person about if they have the opportunity. This gives each user confidence in what they are seeing can be trusted or should be suspected. Without verification, they don't know whether any address is solid or not.

VISIBILITY

These are some of the places a verified address can be seen in F1.

SEARCH RESULTS

INDIVIDUAL PROFILE

Individual Detail

Isis Torrente
Head

▾ **Involvement** — showing 6 months

Isis has no attendance or assignments in a 6 month range.
You can...

Create an assignment

View all Attendance, Assignments   • Staffing • Participant

▾ **Groups**

Isis doesn't belong to any groups.

▾ **Notes** — last 5 updated   13 +

Mercy Notes
ACTION: DS, Assisted, Food Pantry Today came in for food.   Edit —
Last updated 3/1/2013 at 12:00 AM by Pati Zeinner

Mercy Intake
CLIENT INFO Social Security #: 263-79-9837 Referred By: Interviewer: Birth Place: Cuba ...   Edit —
Last updated 12/5/2012 at 12:00 AM by Ana Garza Ibarra

Mercy Notes   Edit —
ACTION: DS, Assisted, Food Pantry Client came for food distribution. She mention she is infected with HIV

Actions

🔍 View the household

＋ Add an individual

🔧 Edit privacy settings

▸ **Household members**   4

Isis's information   Edit
Status Registered Adult
D.O.B. 12/17/1966 (48 yrs.)
Marital status Divorced
Show additional info

Phone, Email, Web   Edit
Household
281-570-3337 *Home*
from Alpha5/Outreach import
Last updated: 9/22/2015

Addresses
Household
Primary ✓   Edit
14403 Ella Blvd
Apt 613
Houston, TX 77014-2545
from Logos import
map
Last Updated: Today

HOUSEHOLD PROFILE

Household View

Isis Torrente
Household
Change

Household members	Notes	Contacts	Attributes	Groups
Isis Torrente Registered Adult 12/17/1966 (48 yrs.) Head	13	0	5	0
Victoria Torrente Registered Child 9/13/1992 (23 yrs.) Child	0	0	3	0
Nola Urbina Registered Child 8/6/2011 (4 yrs.) Child	0	0	3	0
David Torrente Registered Ext Family 2/1/1987 (28 yrs.)	0	0	4	0

Actions

＋ Add an individual

🔧 Edit household/individuals

📋 Enter a contact form

Phone, Email, Web   Edit
Household
281-570-3337 *Home*
from Alpha5/Outreach import
Last updated: 9/22/2015

Addresses
Household
Primary ✓   Edit
14403 Ella Blvd
Apt 613
Houston, TX 77014-2545
from Logos import
map
Last Updated: Today

MATCHING SCANNED CONTRIBUTIONS

ACTIVE PERSON POPUP