


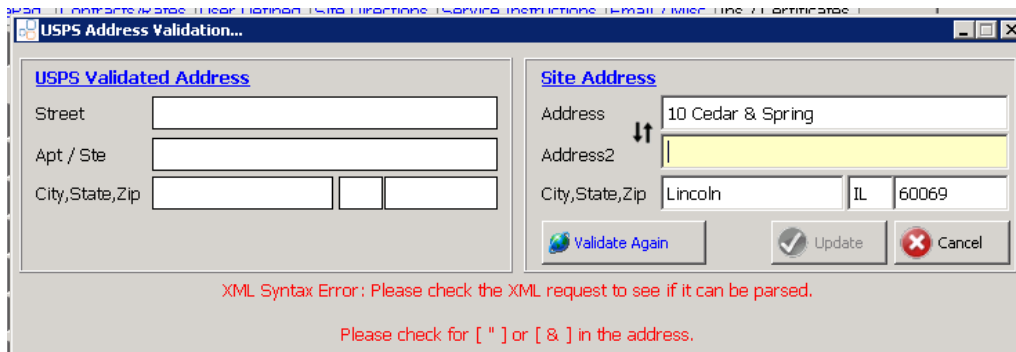
Enhancement – USPS Address Validation

Cornerstone now provides a lookup to the United States Postal Service (USPS) to validate the mailing address and add Zip +4. This will help you make sure that the addresses you enter are correct and ensure that the invoices can be mailed to that location or Bill-to address.

Validation will automatically occur when you insert a new customer or prospect or when you add a Bill-to address to an account and click OK to save the information.

Use the  icon if you would like to validate an existing site or Bill-to address.

We will return errors from the USPS database such as “Address Not Found” and “The address you entered was found but more information is needed (such as an apartment, suite, or box number) to match to a specific address.” Please note that USPS does not recognize special characters such as: double quotes (“) or (&) in the address field. Review your entry to make edits and validate again.



USPS Address Validation...

USPS Validated Address

Street:

Apt / Ste:

City, State, Zip:

Site Address


Address:

Address2:

City, State, Zip:

XML Syntax Error : Please check the XML request to see if it can be parsed.

Please check for ["] or [&] in the address.

The validation will check spelling and provide correct Zip +4 for the City or enter a City for a Zip. Select Update to use the validated address in Cornerstone. Make sure the Address 1 line has a street address or PO Box. Use the  to swap your entries if needed.



USPS Address Validation...

USPS Validated Address

Street:

Apt / Ste:

City, State, Zip:

Bill To Address

Address:

Address2:

City, State, Zip:

Address Not Found.

Please check spelling and extra spaces in the address.

Make sure Address 1 is a street number address or PO Box.

Just one more way we are trying to improve data accuracy. Please call if you have questions.