

## Updating Living & Mailing Addresses - ChildPlus Instructions

**Always** update addresses under Application tab, Family Information. Please do not update an address on the participant or individual family member's record (unless the family member does not live with the family or has a different mailing address from the family).

Click on Family Information. Click Section 2 or Scroll to Phone Number, Addresses section.

Application Enrollment Family Services Health Immunizations Disability Mental Health Birth Transportation Education Fees Attendance PIR

Family Members

Family Information	FamilyID	More
Adult Sample Primary Adult Female DOB 10/15/95 CPID	[Redacted]	More In-Kind
Child One Sample 2y 6m Child Female DOB 6/13/18 CPID	[Redacted]	More
Child Two Sample 8m Child Female DOB 4/28/20 CPID	[Redacted]	More

Family Information Attachments (0)

Phone Numbers Addresses

Add an Adult Add a Child

Section 1 2 3 4

Click Change Living Address or Change Mailing Address. Click Add New Address (family moved).

**Note:** If you need to fix a typo or misspelling to the current address, click Edit Current Address.

Current Living Address

Started living at address

Living Address

Address Line 2

Change Living Address Help

Add New Address (family moved)

Edit Current Address

To Update Living Address, Data Enter: Date new address information received, Living address, Zip. (**Note:** Always enter zip code. Do not leave blank. City, state, county will autofill. *If you enter a zip code that does not autofill, please manually enter City and Start and notify CP Admin Team immediately.*)

To Update Mailing Address:

- If Same as living address, click the box.
- If different, click Change Mailing Address and data enter Date new address information received, Mailing address, Zip. (**Note:** Always enter zip code. Do not leave blank. City, state, county will autofill. *If you enter a zip code that does not autofill, please manually enter City and Start and notify CP Admin Team immediately.*)

Current Mailing Address

Same as living address

Started using address

Mailing Address

Address Line 2

Zip

City

State

Change Mailing Address Help

## Updating Living & Mailing Addresses - ChildPlus Instructions

On child participant record, double check that the following boxes are always checked:

- Living Address is the same as family's
- Mailing address is the same as family's

**Note:** Please do not uncheck these boxes or update address from participant screen.

### Family Members

Family Information							FamilyID	3024	
Adult Sample	Primary	Adult	Female	DOB	10/15/95	CPID	6697	<a href="#">More</a>	In-Kind
Child One Sample	2y 6m	Child	Female	DOB	6/13/18	CPID	7202	<a href="#">More</a>	
Child Two Sample	8m	Child	Female	DOB	4/28/20	CPID	7188	<a href="#">More</a>	

Child Two Sample Attachments (0) Add an Adult Add a Child

Section 1 2 3 4 7

### ▼ Address

Living address is the same as family's

Living Address 12345 Main Street

Address Line 2

Zip 0

City

State WA

County Kit

- Mailing address is the same as family's
- Mailing address is the same as living