

Updating User Accounts – Addresses

- 1 Perform a search to locate the account.

Search Current

- 2 Click the **User Name** or **Last Name** link in the search results to display the User or Data Provider Summary.

Data Providers

Last Name	License Number
Karev	
Last Name	First Name
Karev	Alex

- 3 Click the **Update User** link on the User or Data Provider Summary.

Name: Alex Karev
Title: MD
User Address:
100 Front Street
Harrisburg, Pennsylvania 17110
User Mailing Address:
100 Front Street
Harrisburg, Pennsylvania 17110

Update User

- 4 Click the **Edit** link for the current address or mailing address history.

Address History

Current	Street Name	Street Designator	City	State	PostalCode	Start Date	End Date	Actions
<input checked="" type="checkbox"/>	100 Front	Street	Harrisburg	Pennsylvania	17110	1/1/1900 12:00:00 AM		Edit

Total records : 1

- 5 Before you can change anything, you must end date the current record.

Enter **yesterday's date** in the **End Date** field and click the **Update** button.

Address

Street Number	Pre Directional	Street Name	Street Designator	Post Directional	Suite Number
100		Front	Street		
City or Town		County	State	Country	Zip Code
Harrisburg		Dauphin	Pennsylvania	United States	17110
Start Date:	Jan-01-1900				
End Date:	Jan-26-2016				

Update
Clear
Cancel

- 6 The change was saved and the record displays with an end date. Now you can edit the name and/or title. Click the **Edit** link for the same record to update this information.

Address History

Current	Street Name	Street Designator	City	State	PostalCode	Start Date	End Date	Actions
<input checked="" type="checkbox"/>	100 Front	Street	Harrisburg	Pennsylvania	17110	1/1/1900 12:00:00 AM	1/26/2016 11:59:59 PM	Edit

Total records : 1

7 Enter the address change(s).

Address

Street Number: 100 Pre Directional: S Street Name: Front Street Designator: Street Post Directional: Suite Number:

City or Town: Harrisburg County: Dauphin State: Pennsylvania Country: United States Zip Code: 17110

8 Enter **today's date** in the **Start Date** field and **delete the date** in the **End Date** field.

Start Date: Jan-27-2016 End Date:

9 Click the **Update** button.

Update Clear Cancel

10 The updated information now displays as a separate record with a checkmark in the **Current** box.

Address History

Current	Street Name	Street Designator	City	State	PostalCode	Start Date	End Date	Actions
<input checked="" type="checkbox"/>	100 S Front	Street	Harrisburg	Pennsylvania	17110	1/27/2016 12:00:00 AM		Edit
<input type="checkbox"/>	100 Front	Street	Harrisburg	Pennsylvania	17110	1/1/1900 12:00:00 AM	1/1/1900 12:00:00 AM	Edit

Total records : 2

11 If you also need to update the name or title, click the **Return to History** button. **Note:** Instructions for updating user name and title are in a separate QRS.

Return to History

If all name and address revisions are completed, click the **Return to Detail Page** button.

Return to Detail Page

Note: Updating the facility address does not update the mailing address information, and vice versa. So if you need to update both addresses, you will need to repeat these steps in both address history boxes.