# Federal Quota Account Address Management
May 2020

Introducing the New Address Management Website Component

APH has added new Address Management features to our website. This new functionality gives you the ability to store multiple addresses in your account and retrieve them at checkout. You can open the Address Management page through the link under Edit My Profile in the bottom left corner.
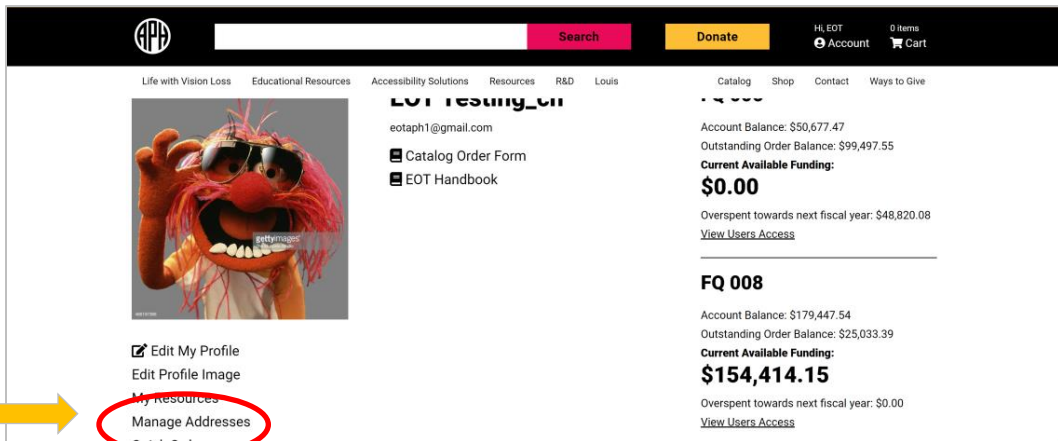
Other new features include:

- Address search capability
- Add, edit, and delete addresses
- Upload/download addresses or entire address list
- Retrieval of existing addresses at checkout

IMPORTANT: We are removing the current Addresses link from all accounts. **You must upload a new address list.**

Managing Addresses from the Dashboard
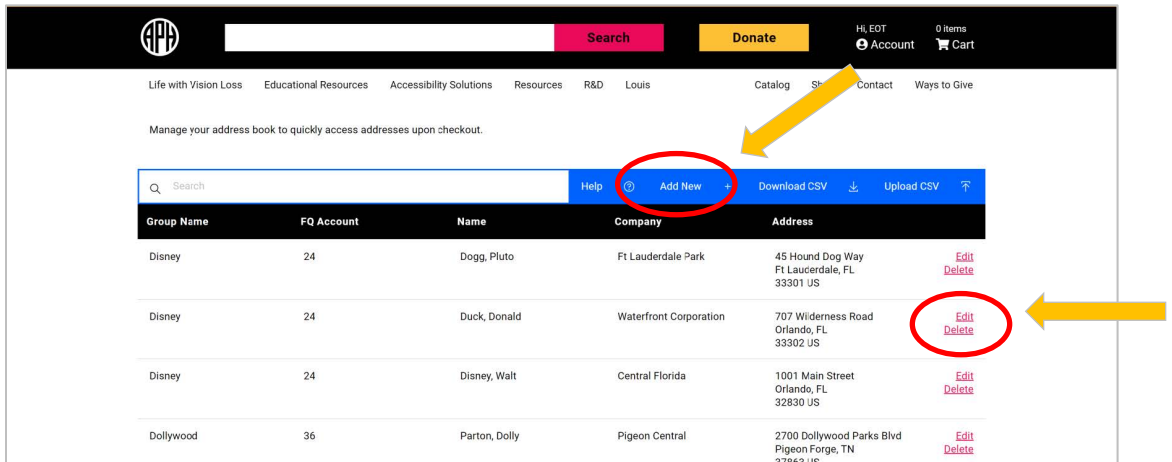
To manage addresses from the dashboard:

1. Search for an address to manage.
2. Search by any of the categories from the Dashboard.

You can search by First, Last, or First and Last names and by any of the address categories.
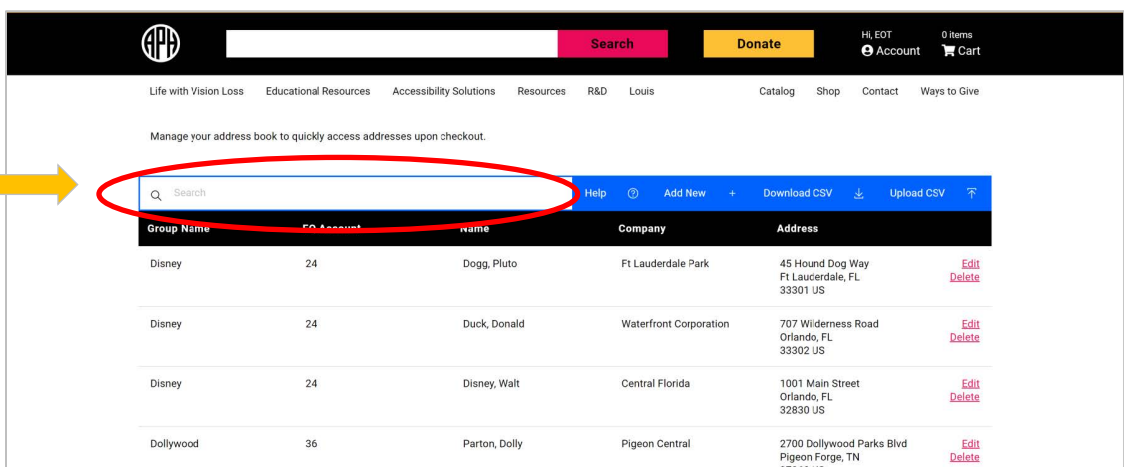
Adding, Editing, and Deleting Addresses

You can also Add, Edit, and/or Delete addresses.

To add an address:

1. Select Add New from the Dashboard.
2. Enter the following items:

   - Group Name
   - FQ Account Number
   - First Name
   - Last Name
   - Address 1
   - Address 2
   - City
   - State
   - Zip
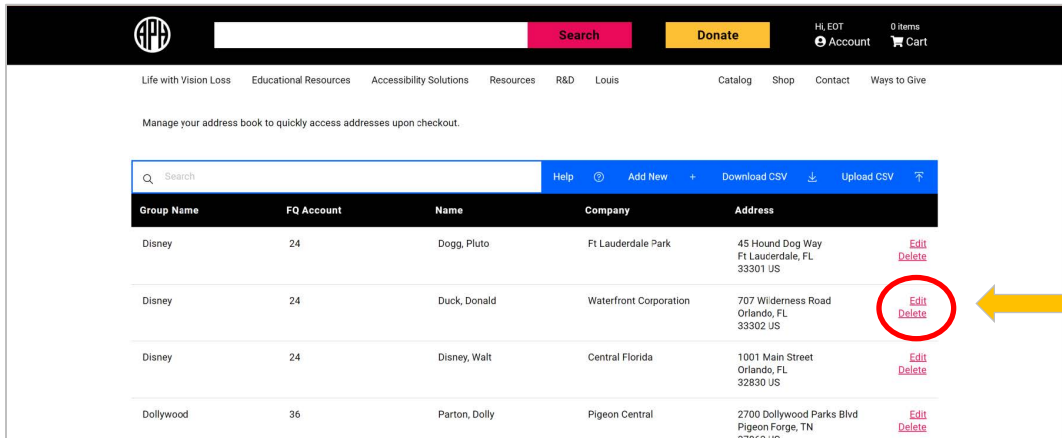   - Phone number (optional)
   - Country (defaults to U.S.)
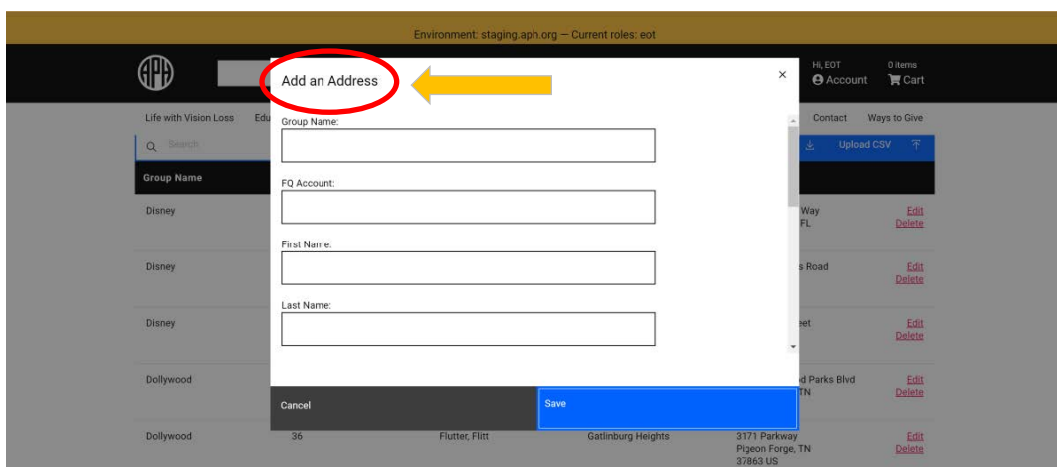
The Group Name field is a way for you to categorize addresses with a common name (e.g., County, District, Agency Type, etc.).

Group Name, FQ Account number, Address 2, and Phone number are optional fields. All other fields are required.

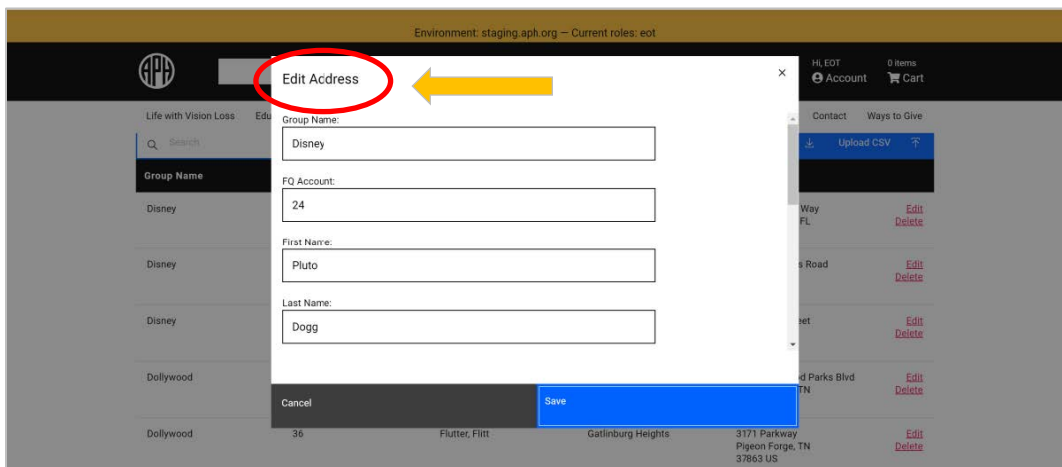**NOTE**: Don't forget to: **Save your work**!

To edit or delete an address, select the Edit or Delete link at the end of the row with the desired address and make changes in the edit fields of the Edit Address popup window.

When deleting addresses, a warning message opens asking for confirmation to delete the address. Select Yes or No.

Managing Accounts for EOTs and OOAs

EOTs and OOAs are responsible for managing addresses for their shopping account(s).

Uploading Address Files

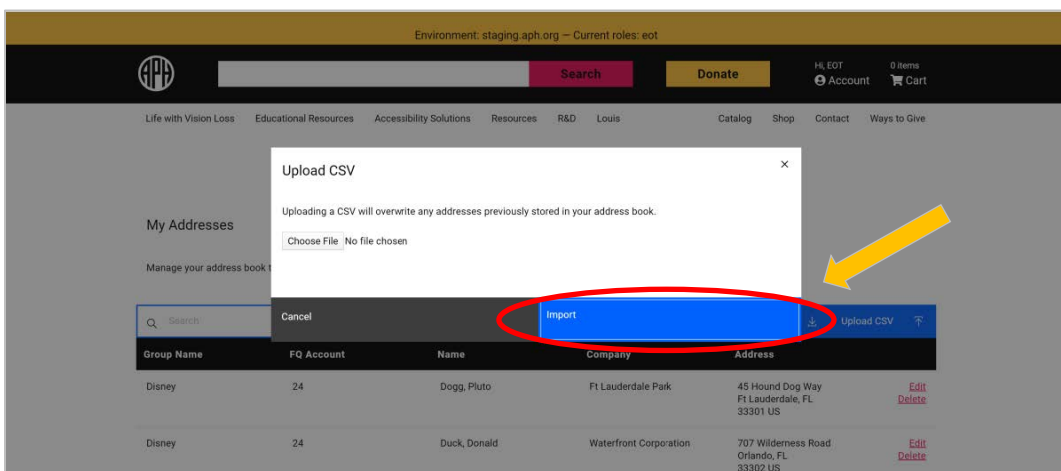To upload an address file, follow these steps:

1. Reference the sample .csv file from APH.
2. Format your list using the same file.
3. Add the addresses to the new file.
4. Save the file with a new name (Save as) in .csv format.
5. Enter the following fields:

    - Group Name (optional)
    - FQ Account Number (optional)
    - First Name
    - Last Name
    - Address 1
    - Address 2
    - City
    - State

- Zip
- Phone Number (optional)
- Country (defaults to U.S.)

6. Select Upload CSV.
7. Choose a file.
8. Select Import.
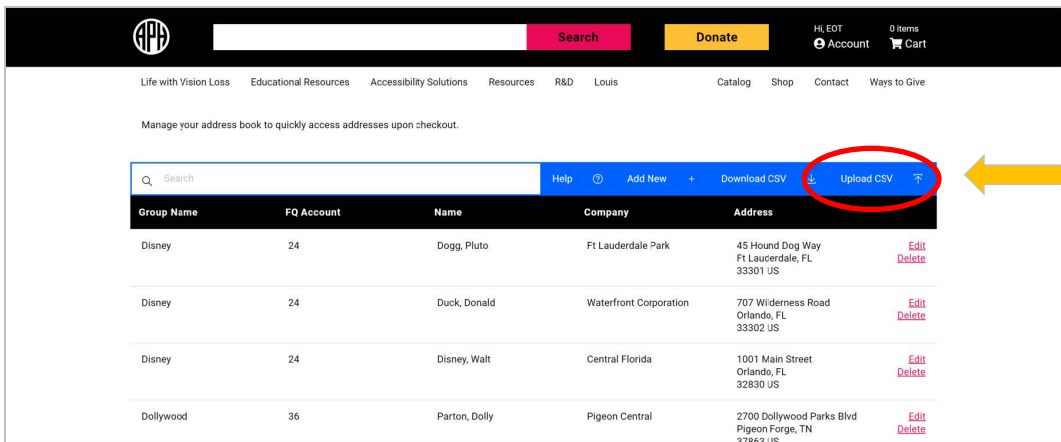
Downloading Address Files

To download an address, follow these steps:

1. Select Download CSV.

2. Save file to a file location on your computer.

3. Use this file to add or change address.

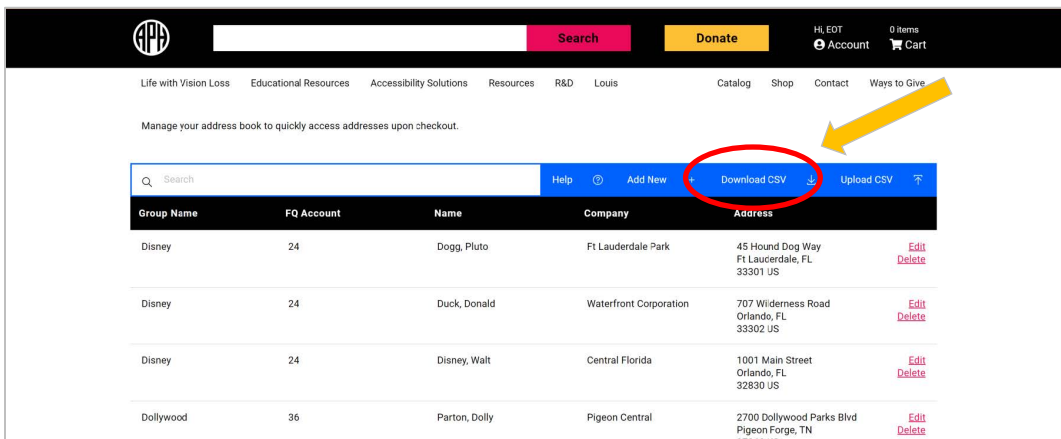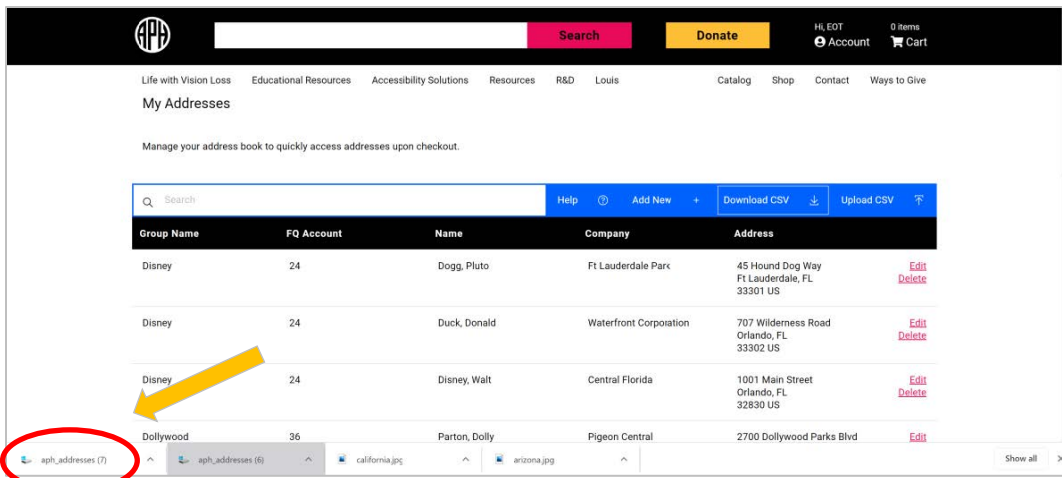**IMPORTANT**: At this time, the Address Management function does not 'append' to the address book. Use the downloaded feature to add, edit, or delete an address. Then follow the Upload instructions to replace the previous addresses.

Managing Addresses from the Checkout Page

You can manage addresses from the Checkout page, or search and select an existing address from your address book.

To find an address:

1. From the Search box, start typing part of the recipient name or address for a quick find.

   You can search by Group Name or Federal Quota account number if you don't have the recipient name or address.

2. Select the recipient name. The shipping information pre-populates in the fields.
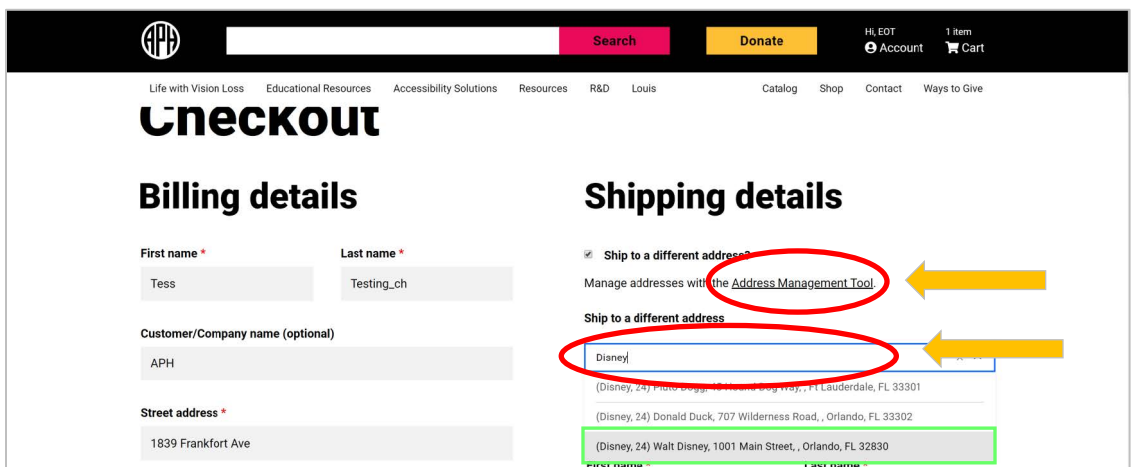
Additional Details of Address Management

Here are some considerations when managing addresses:

- **APH does not have access to your address book.** EOTs and OOAs are responsible for managing addresses.

- You only have one address book to manage. You cannot see or manage other address books; nor is there sharing/collaboration of the address books. It is a one to one relationship.

- Once you have established your address book, the **download of addresses** is necessary for maintaining addresses.

- The current address book is **replaced** when you upload the file. You may add, edit, or delete an address from the downloaded file, and then **upload the updated file** to your address book.

- You can search for an address by any of the following attributes:
    - Group name
    - FQ account number
    - First name
    - Last name
    - Address
    - City
    - State
    - Zip
    - Phone number

Planned Updates and Future Enhancements

APH is deploying this baseline functionality for address book management at this time so you to begin updating and managing your account shipping addresses right away. We want to put this capability in your hands so you can benefit from the tool during the mid-year spend-down. We are planning to add new features and updates to future iterations as well.

Future enhancements include:

- Adding Active/Inactive notation on the address

- Adding Google address map over to address book in the Address Management function—for auto populating precise address information.

Your input is invaluable to us. Please send your feedback to tpeevey@aph.org.

For additional information please contact APH Customer Experience at 1-800-223-1839 or email cs@aph.org.