

# Changing a Household Address

## Overview

*PATH: Search > Household*

- Search for Household name.
- Click on the Name of the Household in the Index.
- Click on the Address tab.

**MOUSE Household**  
Phone: (775)333-3333

Household Info **Addresses** Members Fees

Find New Address

Address	Start Date	End Date	Mailing	Secondary	Private
927 BIRCHWOOD CIR 223 MORAN ST	09/25/2012	09/25/2012	X		

- Click on the address line.
- End Date the address.

**MOUSE Household**  
Phone: (775)333-3333

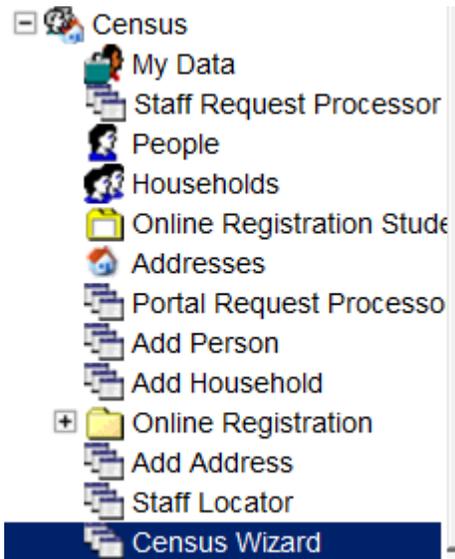
Household Info **Addresses** Members Fees

Save Delete Find New Address

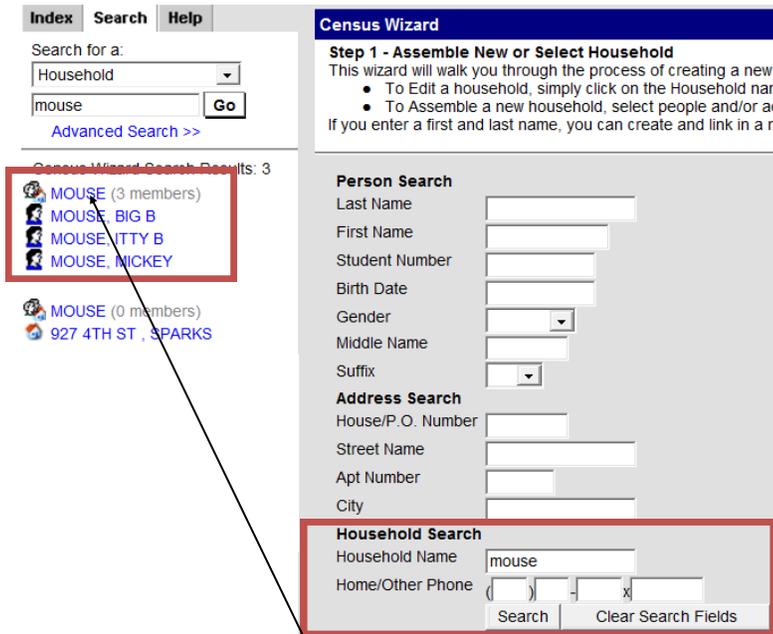
Address	Start Date	End Date	Mailing	Secondary	Private
<b>This household has no current primary address.</b>					
927 BIRCHWOOD CIR 223 MORAN ST	09/25/2012	09/25/2012	X		

**Household Location Detail**  
Address  
927 BIRCHWOOD CIR # [MAP]  
\*Start Date  
09/25/2012  
Mailing  Secondary   
End Date  
09/25/2012  
Private   
- Modified by: SNELL, DEANNA 09/25/2012 14:47

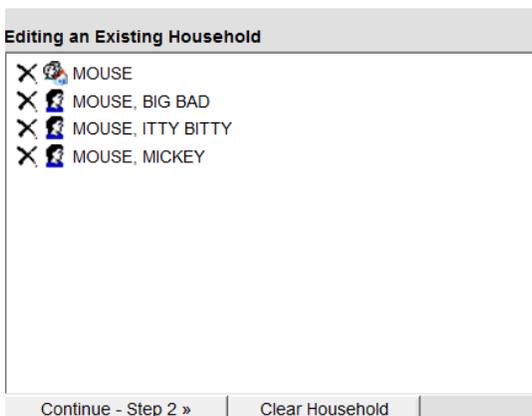
- Click Save. You will notice that the Household now has no current Primary Address.
- Click on the Index tab and Open Census.
- Click on Census Wizard.



- Search for the Household name.



- Click on the name of the Household. This will transfer all the people in the Household into the Edit window.



PATH: Census > Census Wizard

- Click on Census Wizard in the Index.
- Enter the name of the Household.
- Click Search
- Find the address in the search list.

The screenshot shows the 'Person Search' and 'Address Search' sections. The 'Person Search' section includes fields for Last Name, First Name, Student Number, Birth Date, Gender, Middle Name, and Suffix. The 'Address Search' section includes fields for House/P.O. Number (123), Street Name, Apt Number, and City. Below these is a 'Household Search' section with fields for Household Name and Home/Other Phone. A 'Search' button and a 'Clear Search Fields' button are at the bottom. To the left, a list of addresses is shown under the heading 'Addresses not in Households'. To the right, a window titled 'Editing an Existing Household' is open, showing a list of households with an 'X' icon next to each name: MOUSE, MOUSE, BIG BAD, MOUSE, ITTY BITTY, and MOUSE, MICKEY. At the bottom of this window are 'Continue - Step 2 »' and 'Clear Household' buttons.

- Click on the address and it will appear in the Edit an Existing Household field.
- **The address your are looking for may be connected to another Household. Click on the address line showing in the Household and will appear in the Edit an Existing Household field. It will not remove it from the Household it is currently attached to.**

The screenshot shows the 'Editing an Existing Household' window. It contains a list of households with an 'X' icon next to each name: MOUSE, 123 ANDREW LN , RENO, MOUSE, BIG BAD, MOUSE, ITTY BITTY, and MOUSE, MICKEY. At the bottom of the window are 'Continue - Step 2 »' and 'Clear Household' buttons.

- Click Continue—Step 2.
- Add a Start Date to the new address and check the Mailing box.

Address	Start	End	Private	Secondary	Mailing
927 BIRCHWOOD CIR , SPARKS NV 89434	09/25/2012	09/25/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
123 ANDREW LN , RENO NV 89521			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Click Continue—Step 3.
- Click Save & Done.