

Enterprise - Address Standardization

Last Modified on 11/13/2025 3:03 pm CST

What is Address Standardization?

Address standardization compares an address entered or changed on a record by your staff with the standard addresses within the Azure Maps service. This can be helpful to ensure the addresses in your system are accurate for tax and reporting purposes.

Address Standardization can be set up for:

1. [Employee Permanent Address](#)
2. [Employee Temporary Address](#)
3. [Customer Address](#)
4. [Customer Billing Address](#)
5. [Worksite Address](#)

By default, address standardization is turned off in Enterprise. For each address listed above, you can choose to enable address standardization as an option or make it a requirement to use the Azure Maps standardized address when adding or updating addresses.

Ready to turn these configurations on? Talk to our [support team](#) today.

Address Standardization Basics

If the configuration is set to **optional**, the staff member will be able to choose which address they want to use. If they choose the standardized address, it will update the address when they close the window.

If the configuration is set to **required**, the staff member will need to choose the standardized address in order to save.

If the address cannot be found in the Azure Maps database, a message will appear letting you know the address has not been found:

add new employee

personal information

SSN: _____

First Name: Jeremy

Last Name: Johnson

Initial: _____

Phone: _____

Cell: _____

Email: _____

address information

Street: 31400 NEIL ARMSTRONG BLVD

Street 2: _____

City: EAGAN

State: MN

Zip Code: 55121-2272

address standardization

Submitted Address

31400 NEIL ARMSTRONG BLVD
EAGAN, MN 55121-2272

Address standardization failed

Address Not Found.

The address failed to standardize. You can use the address as is or change it and try standardizing again.

Close

When the standardized address is chosen, the check mark will be lit up in **green**. Hover over the check mark for more information including the date last standardized:

add new employee

personal information

SSN: _____

First Name: Jeremy

Last Name: Johnson

Initial: _____

Phone: _____

Cell: _____

Email: _____

address information

Street: 3140 NEIL ARMSTRONG BLVD

Street 2: _____

City: EAGAN

State: MN

Zip Code: 55121-2272

School District: _____

Country: United States of America

Standardize Address

Date Last Standardized
4/18/2019 1:39 PM

Employee Address Standardization

Address standardization can be turned on for permanent and/or temporary addresses set up on the details page of the employee record.

When Adding a New Employee:

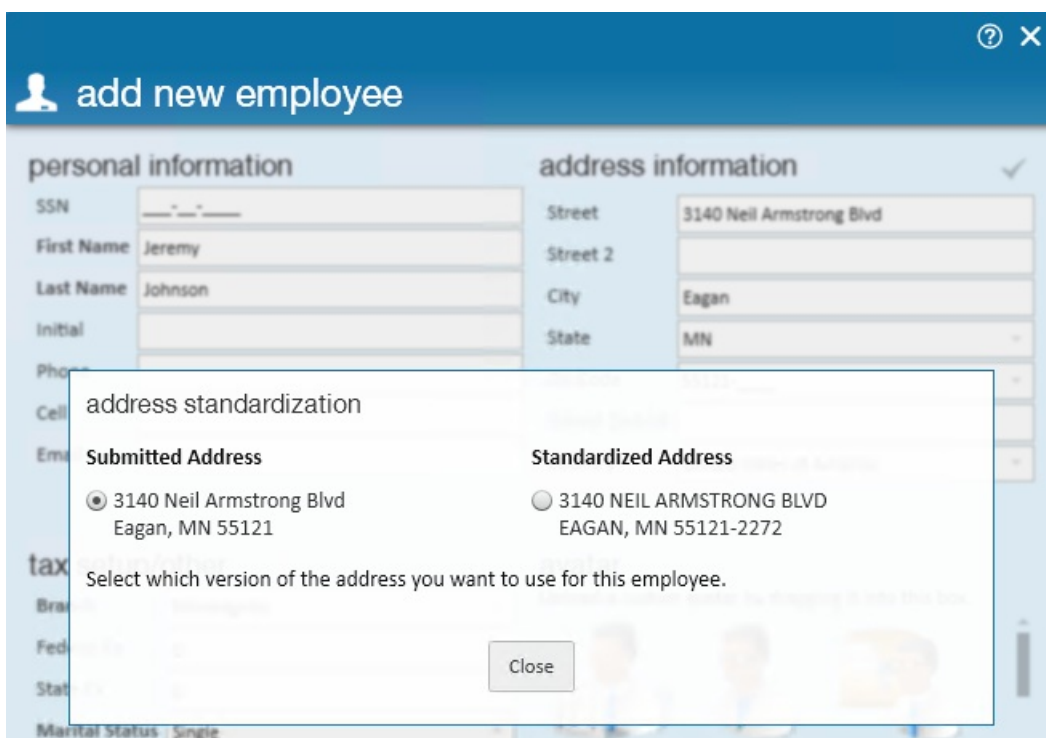
When adding an employee record manually into the system, you have the option to add an employee's address. When the address standardization configuration is turned on, there will be a check mark in the upper right to double check the address entered vs. the Azure Maps service:



add new employee

personal information	address information
SSN: _____	Street: 3140 Neil Armstrong Blvd
First Name: Jeremy	Street 2: _____
Last Name: Johnson	City: Eagan
Initial: _____	State: MN
Phone: _____	Zip Code: 55121-____
Cell: _____	School District: _____
Email: _____	Country: United States of America

Your staff member will then be able to see the submitted vs. the standardized address:



add new employee

personal information	address information
SSN: _____	Street: 3140 Neil Armstrong Blvd
First Name: Jeremy	Street 2: _____
Last Name: Johnson	City: Eagan
Initial: _____	State: MN
Phone: _____	Zip Code: 55121-____
Cell: _____	School District: _____
Email: _____	Country: United States of America

address standardization

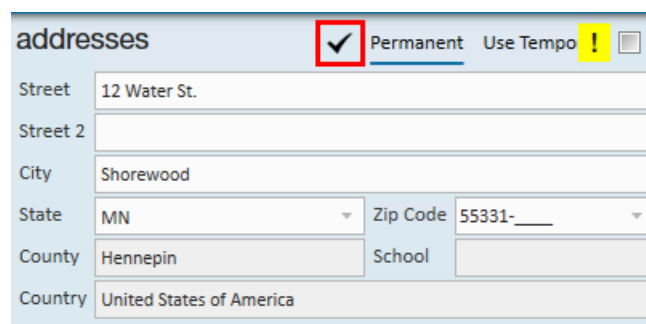
Submitted Address	Standardized Address
<input checked="" type="radio"/> 3140 Neil Armstrong Blvd Eagan, MN 55121	<input type="radio"/> 3140 NEIL ARMSTRONG BLVD EAGAN, MN 55121-2272

Select which version of the address you want to use for this employee.

Close

When Updating or Adding an Address on an Existing Employee's Record:

When looking at the details page of the employee record, you can edit or add permanent or temporary addresses. If the address standardization option is turned on, there will be a checkmark available to compare the address entered to the Azure Maps service.



addresses

☒ Permanent ☐ Use Temp ☐

Street	12 Water St.		
Street 2	_____		
City	Shorewood		
State	MN	Zip Code	55331-____
County	Hennepin	School	_____
Country	United States of America		

Note Make sure you are viewing the address (Permanent or Temporary) you are trying to standardize before selecting the check mark.

The screenshot shows a web interface for address standardization. It features two columns: 'Submitted Address' and 'Standardized Address'. Under 'Submitted Address', there is a radio button selected next to '12 Water St. Shorewood, MN 55331'. Under 'Standardized Address', there is a radio button selected next to '12 WATER ST EXCELSIOR, MN 55331'. Below these columns, a text prompt reads: 'Select which version of the address you want to use for this employee.' At the bottom right of the form, there is a 'Close' button. The background of the interface is light blue with various labels like 'Branch', 'Submitted Address', and 'Standardized Address' visible.

Customer Address Standardization

Address Standardization can be turned on for:

1. Customer Address
2. Customer Billing Address
3. Worksite Address(es)

When Adding a Customer Record:

When adding a customer record into the system, you have the option to add a customer's main address. This address will be located on the details page of the customer record. When the address standardization configuration is turned on, there will be a check mark within the 'add new customer' window to compare the address entered vs. the Azure Maps service:

add new customer

customer name



Customer: TempWorks Software

Department: Primary

other billing

Phone: 651-452-0366

Email:

main address  

Attn. To:

Street: 3140 Neil Armstrong Blvd

Street 2:

City: Eagan

State: MN

Zip: 55121-____

Country: United States of America

Worker Comp: 8810

sales information

Account Manager: joshua.kramer joshua.kramer


Branch: High Tech SW

Sales Team: 0 None

Active Date: 4/18/2019

Terms: Payment Past Due 20 Days After Ir

Note:

 Save

When Adding or Editing the Addresses on the Customer Details:

The main address and billing address can be located on the customer details page. When you edit either of these addresses, you can select the check mark to review the standardized options:

TempWorks Software Solutions (Primary)

3140 Neil Armstrong Blvd
Eagan, MN 55121
(877) 452-0326

ID: 779448
Branch: High Tech SE



customer information

Customer Name: TempWorks Software Solutions

Department: Primary

Customer ID: 779448

Parent ID:

contact information  

Street: 3140 Neil Armstrong Blvd

Street 2: Suite 205

City: Eagan

State: MN Zip: 55121-____




Country: United States of America

customer status

Status: A Active

Activation Date: 3/24/2014

Date Created: 4/17/2008 2:31:00 PM

billing address   

Attention To:

Street:

Street 2:

City:


State: Zip: ____-____

Country: United States of America

When Adding or Editing a Worksite:

Worksites are found under Details > Worksites on the customer record. When adding a new worksite, or editing an existing worksite, you can standardize the address with the check mark located within the 'setup worksite - details'

window:

 **setup worksite - details**

Details

Jurisdiction(s)

worksite details

Active

☒

Worksite

Primary

Attn To

Street

3140 Neil Armstrong Blvd

Street 2

Suite 205

City

Eagan

State

MN

Zip

55121-____

County

School

Country

United States of America

Time Zone

DST Observed

☒

➔

✓

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