

Melissa - Address Standardization

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What is Address Standardization?

Note As of 7/26/2022, TempWorks is no longer supporting & completing new installations of the Melissa integration.

Moving forward, clients will need to use the default address standardization for Beyond and Enterprise respectively. Information on these types of address standardization can be found within the following articles:

- [Beyond - Address Standardization](#)
- [Enterprise - Address Standardization](#)

Address standardization compares an address entered or changed on a record by your staff with the Melissa standard addresses. 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. Beyond
 - Employee Permanent Address
 - Employee Temporary Address
 - Employee Work History Address
 - Employee Education Address
 - Contact Address
 - Customer Address
 - Customer Billing Address
 - Worksite Address
2. Enterprise
 - Employee Permanent Address
 - Employee Temporary Address
 - Contact Address
 - Customer Address
 - Customer Billing Address
 - Worksite Address
3. HRCenter
 - Can be enabled per page
4. WebCenter
 - Employee Address

For each address listed above, you can choose to enable address standardization as an option or make it a

requirement to use the Melissa standardized address when adding or updating addresses.

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 can not be found in the Melissa database, a message will appear letting you know the address has not been found.

Beyond Address Standardization

Melissa address standardization can be enabled in Beyond for the following areas:

- Employee Permanent Address
- Employee Temporary Address
- Employee Work History Address
- Employee Education Address
- Contact Address
- Customer Address
- Customer Billing Address
- Worksite Address

The following is an example of how Melissa address standardization works within Beyond:

1. Navigate to the record type you would like to validate the address for (this example is an employee):

Bank Loan originator 12 years of experience - Not Validated				⋮
Bank Mortgage 12 years of experience - Not Validated				⋮
Equal Employment Opportunity				✔
Date of Birth	3/11/1981	Birth Place	--	
Gender	NA	Disabled	No	
Veteran Status	Active Wartime or Campaign Badge Veteran	E-Verified	No	
Nationality	--	Citizen	--	
I-9 Date Verified	--	Date Entered	3/7/2018	
ACA				✔
ACA Status	Part-Time			
Hire Date	--			
Addresses				ⓘ
Home	3140 NEIL ARMSTRONG BLVD # 1 515665151196 64634K, MN 55121-2272 United States of America			
Temporary Address (Inactive)	1234 MN 55124 United States of America			

2. Under the address section, select the three dot button on the right which will open the address editing window:

Permanent Address - Enter Address

1 Enter Address ————— 2 Address Standardization

Street
Neil Armstrong Blvd

Street 2

City
Eagan

State
Minnesota

Zip Code
55121

Country
United States of America

SAVE AS DRAFT CANCEL NEXT >

3. Once the address has been entered, click 'NEXT' for the address validation to automatically run:

Permanent Address - Address Standardization

✓ Enter Address ————— 2 Address Standardization

Submitted Address:
 3140 NEIL ARMSTRONG BLVD
 EAGAN, MN 55121

Standardized Address:
 3140 NEIL ARMSTRONG BLVD
 EAGAN, MN 55121-2272

SAVE AS DRAFT CANCEL < PREVIOUS SUBMIT

4. Once a validated address has been chosen, click 'SUMBIT' to finish.

Enterprise Address Standardization

Melissa address standardization can be enabled in Enterprise for the following areas:

- Employee Permanent Address
- Employee Temporary Address
- Contact Address
- Customer Address
- Customer Billing Address
- Worksite Address

The following is an example of how Melissa address standardization works within Enterprise:

1. Navigate to the record type you would like to validate the address for (this example is a customer):

Cherry Cricket Restaurant (Primary)
 3079 Neil Armstrong Blvd
 Saint Paul, MN 55121-2223
 (651) 501-6501 x123

ID: 10457
 Branch: High Tech SE

No tasks to display for your current filter settings
 Currently viewing 0 of 1 tasks. View more...

tasks appointments social email

customer information

Customer Name: Cherry Cricket Restaurant
 Department: Primary
 Customer ID: 10457
 Parent ID: [Search]

customer status

Status: A Active
 Activation Date: 9/25/2014
 Date Created: 3/28/2000 11:56:00 AM

contact information ✓

Street: 3079 Neil Armstrong Blvd
 Street 2: [Empty]
 City: Saint Paul
 State: MN Zip: 55121-2223
 Country: United States of America
 Website: [Search]

billing address ✓

Attention To: Billy Jean
 Street: 3079 Neil Armstrong Blvd
 Street 2: [Empty]
 City: Saint Paul
 State: MN Zip: 55121-2223
 Country: United States of America

contact roles

No Records Found

sales tax

No Records Found

default worksite

Work Site: Primary
 200 2nd Street
 Aurora, CO 80013

2. Enter the address information within the field and select the checkmark for the validation process to run:

Cherry Cricket Restaurant (Primary)
 3079 Neil Armstrong Blvd
 Saint Paul, MN 55121-2223
 (651) 501-6501 x123

ID: 10457
 Branch: High Tech SE

No tasks to display for your current filter settings
 Currently viewing 0 of 1 tasks. View more...

tasks appointments social email

customer information

Customer Name: Cherry Cricket Restaurant
 Department: Primary
 Customer ID: 10457
 Parent ID: [Search]

customer status

Status: A Active
 Activation Date: 9/25/2014
 Date Created: 3/28/2000 11:56:00 AM

contact information ✓

Street: 3079 Neil Armstrong Blvd
 Street 2: [Empty]
 City: Saint Paul
 State: MN Zip: 55121-2223
 Country: United States of America
 Website: [Search]

billing address ✓

Attention To: Billy Jean
 Street: 3079 Neil Armstrong Blvd
 Street 2: [Empty]
 City: Saint Paul
 State: MN Zip: 55121-2223
 Country: United States of America

address standardization

Submitted Address

3079 Neil Armstrong Blvd
 Saint Paul, MN 55121-2223

Standardized Address

3079 NEIL ARMSTRONG BLVD
 SAINT PAUL, MN 55121-2223

Select which version of the address you want to use.

Close

contact roles

No Records Found

default worksite

Work Site: Primary
 200 2nd Street
 Aurora, CO 80013

3. Once a validated address has been chosen, click 'Close' to finish. Upon completion, the checkmark will change to green to signify the validation of the address:

Cherry Cricket Restaurant (Primary)
 3079 Neil Armstrong Blvd
 Saint Paul, MN 55121-2223
 (651) 501-6501 x123

ID: 10457
 Branch: High Tech SE

No tasks to display for your current filter settings
 Currently viewing 0 of 1 tasks. View more...

tasks appointments social email

visifile
 details
 assignment restrictions
 attendance
 contact methods
 departments
 interest codes
 sales & service
 education
 vendor management
 worksites
 defaults
 documents
 integrations
 invoice history
 invoice setup
 evaluations
 employee
customer
 order
 assignment + Q ★
 contact
 dispatcher
 pay / bill
 reports
 all options ▶

customer information
 Customer Name: Cherry Cricket Restaurant
 Department: Primary
 Customer ID: 10457
 Parent ID: [Search]

contact information
 Street: 3079 Neil Armstrong Blvd
 Street 2: [Search]
 City: Saint Paul
 State: MN Zip: 55121-2223
 Country: United States of America
 Website: [Search]

customer status
 Status: A Active
 Activation Date: 9/25/2014
 Date Created: 3/28/2000 11:56:00 AM

billing address
 Attention To: Billy Jean
 Street: 3079 Neil Armstrong Blvd
 Street 2: [Search]
 City: Saint Paul
 State: MN Zip: 55121-2223
 Country: United States of America

contact roles
 No Records Found

sales tax
 No Records Found

default worksite
 Work Site: Primary
 200 2nd Street
 Aurora, CO 80013

HRCenter Address Standardization

Melissa address standardization can be enabled in HRCenter on a per-page basis:

- Can be enabled per page

In order for HRCenter to utilize the Melissa integration, you must have the following Personal Access Token:

- Employee Read/Write

Note For more information on setting up Personal Access Tokens, please see the following articles for [Beyond](#) and [Enterprise](#).

The following is an example of how Melissa address standardization works within HRCenter:

1. Navigate to the Page section of HRCenter Admin
2. Once within the Page tab, a new page can be created or an existing page can be edited.
3. Within the Configuration Details window of the Page setup, select the Address Standardization Service via the dropdown:

Configuration Details

Address Standardization Service

Choose an address standardization service to validate the address against

Use Melissa to standardize the address

ApiV3 URL Override

Provide an override url for the targeted api. All TempWorks hosted clients may leave this field blank.

Category

The category this block will belong to. Information blocks default to Info Blocks, Survey blocks default to Survey Blocks, Form blocks default to Form Blocks.

Start Typing

Override Address

Allow applicant to override address

Allow the applicant to use the entered address

PostfillProcedure

If a procedure other than the standard postfill procedure should be used, please enter it here.

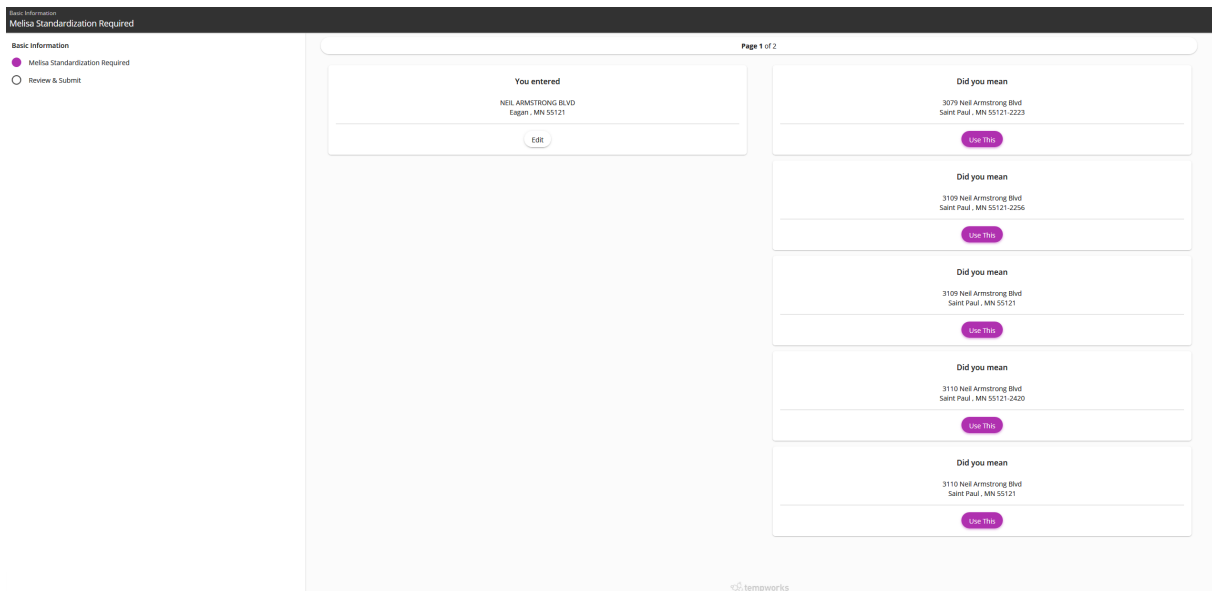
Prefill Procedure

If a procedure other than the standard prefill procedure should be used, please enter it here.

Service Rep Token

Service Rep Token for connecting to the API

4. Finish created/editing the page and save the changes.
5. Once added to a workflow and assigned to an applicant to complete, the page will bring the applicant to the following screen when validating an address:



6. Once the applicant has chosen a validated address, they can continue through the application.

If your employee runs into an error message when entering their address in HRCenter, here are some potential error messages:

- If configuration is not completely configured or the authentication token is invalid, employees may receive an error message: "Service unavailable because address standardization page is not setup correctly"
- If we have error returned from Melissa: "Address could not be verified" or "Address could not be verified because Street1 is invalid"

WebCenter Address Standardization

Melissa address standardization can be enabled in WebCenter for employees:

- Employee Address

Related Articles