

# Policy Center Job Aid Address Standardization



This job aid will show you how to properly use the Validate Address Button throughout the transaction process to standardize the address, which will decrease returned mail to TWIA.

**An address that has not been standardized will require a review by an underwriter.**

**1** Enter address information on this screen.

**Address**



APO/FPO/DPO

Address Line 1

Address Line 2

City

State

ZIP Code

County

To validate this address, Address Line 1 and either City and State, or ZIP Code are required

The caution symbol indicates a task needs to be completed in this section. In this case, the address needs to be standardized.

Once information is entered the Validate Address button is activated. Click the Validate Address Button to continue.

**2** The next screen allows you to select the address entered or a suggested address.  
Click **OK** after you select an address.

**Verify Address Details** ([Return to Create Individual Account](#))

We think your address may be incorrect or incomplete. To proceed, please choose one of the options below or click the link above to return to the previous screen and modify your address.

**You entered:**

- 5700 South Mopac Expressway, Austin, TX 78749

**Address Suggestions:**

- 5700 S MO Pac Expy, Austin TX 78749-1461
- 5700 S MO Pac Expy Ste 100, Austin TX 78749-1455
- 5700 S MO Pac Expy Ste 200 ... 220, Austin TX 78749-1456
- 5700 S MO Pac Expy Ste 300 ... 315, Austin TX 78749-1457
- 5700 S MO Pac Expy Ste 400 ... 410, Austin TX [even] 78749-1458

Invalidated Address  
(Address you entered)

Standardized  
Addresses  
(Address  
Suggestions)

**3** Then, you will return to the original screen. The caution symbol is now a  for a standardized address or a  for a non-standardized address. You may proceed with your application, renewal, or policy change.