Entering Military Mailing Addresses in the TWIA Agent Portal

This job aid demonstrates how to enter a military address in the TWIA Agent Portal.

1. **This following mailing address was given as an example to use in this job aid:**

    PSC 555 Box 130 (first address line)
    FPO AP (the city and the state)
    96315 (the zip code)
    American Forces Pacific (full name of the state)

2. **The address should be entered in the fields where indicated by the red * on the "Mailing/ Coverage Summary" screen and then standardized using the "Standardize Address" button.**

3. **Please verify the address information returned and then select "Ok." Navigate through all of the following policy screens and then, when ready, submit the application or policy change.**

4. **Next, open the "Documents" tab. The declarations pages now show the correct mailing address.**

POLICY NUMBER	EFFECTIVE DATE/TIME
TWRD	01/17/2024 12:01 a.m.
NAME INSURED AND ADDRESS	

JOHN SMITH
PSC 555 BOX 130
FPO AP 96315-0002

5. **For additional information on USPS military address standards, you may use the following link:** Addressing Military & Diplomatic Mail.

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