

# 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.

Account: JOHN SMITH

## Dwelling and Personal Property Quote (0010730001)

### Mailing/Coverage Summary

Requested Coverage Start Date: Jan 17, 2024

Primary Insured: John Smith

Property Address: [Redacted]

#### Mailing Address

⚠ The address you entered has not been updated to follow USPS standards. You must select Standardize Address to continue.

Address Line 1 \*

Address Line 2

Address Line 3

City \*

State \*

ZIP Code

Country \*

**Standardize Address**



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.

Standardize Address Details

**Ok** **Cancel**

You Entered  
PSC 555 Box 130, FPO, AP 96315

Exact Address

ADDRESS	POSTAL CODE
PSC 555 Box 130, FPO, AP	96315-0002

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

POLICY NUMBER	EFFECTIVE DATE/TIME
TWRD [REDACTED]	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](#).

