How to Make a Mailing Address Primary

This guide will provide written instructions on how to mark a constituent's existing address as **primary**.

➢ For instruction on how to *add an address*, please see our guide: *How to Add and Individual's Mailing Address*.

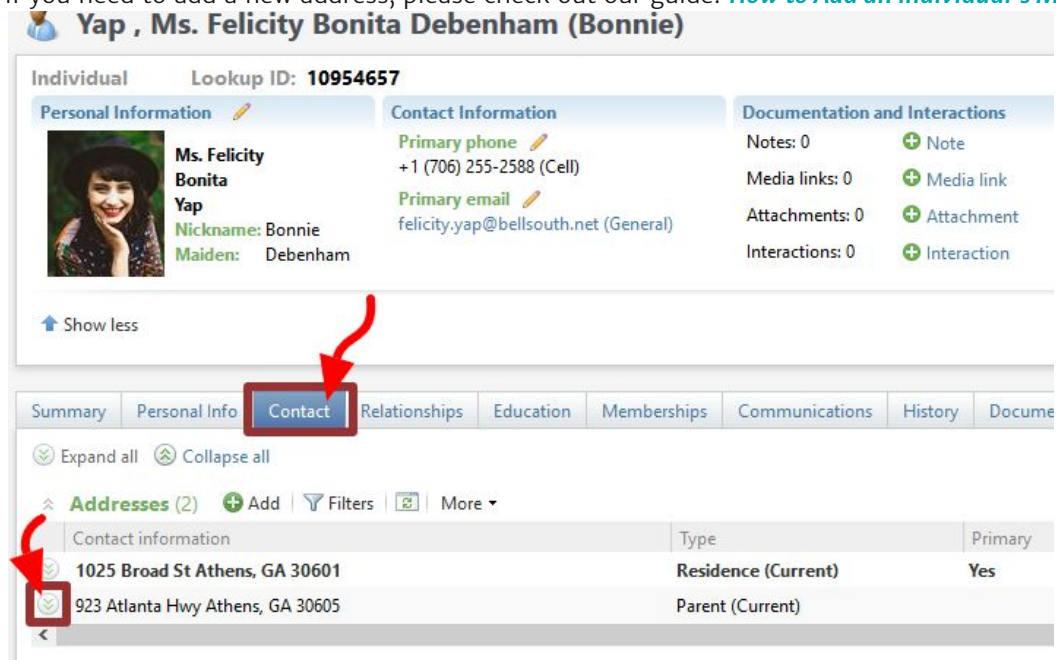## To make an address **primary**:

Step 1

Perform a **constituent search** for the individual whose phone number you would like to update and click into their **constituent profile**.
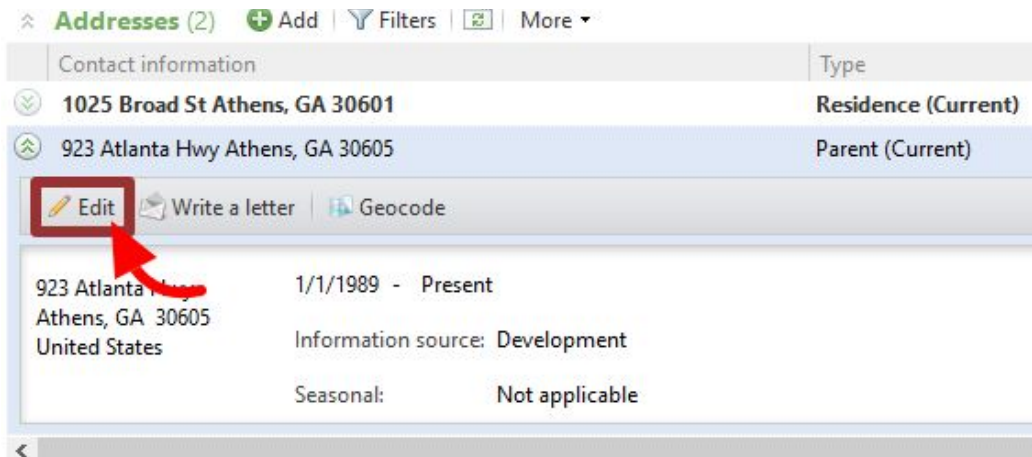

Step 2

In their profile, click on the **contacts** tab and then find the *addresses* section. Click **double downward chevrons** next to the address you wish to make primary.

➢ The **current primary address** is the one in bold, it will say *yes* in the column labeled *primary*.
➢ If you need to add a new address, please check out our guide: *How to Add an Individual's Mailing Address*.
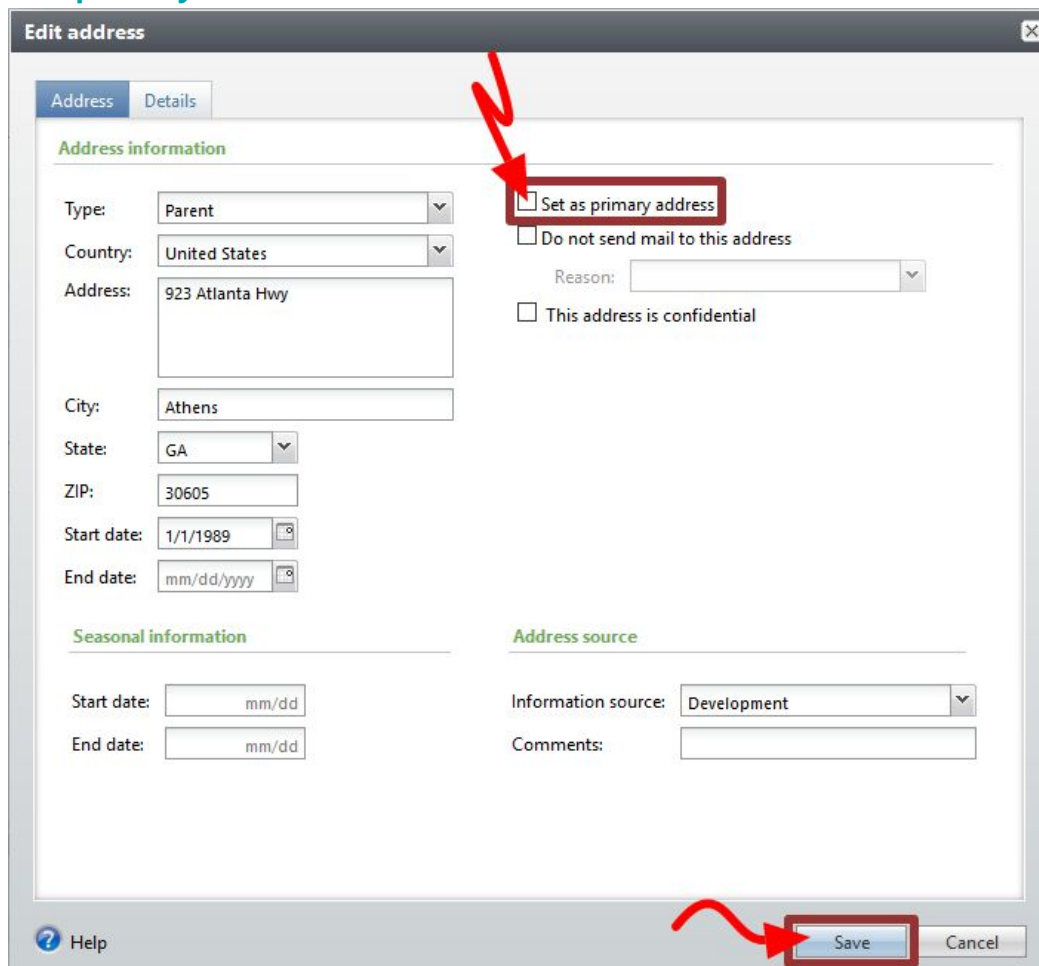
Click **edit**.

The *edit address* dialog box will appear. To mark this number as primary, check the box that says **set as primary address**.

Then hit **save**.