

# 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

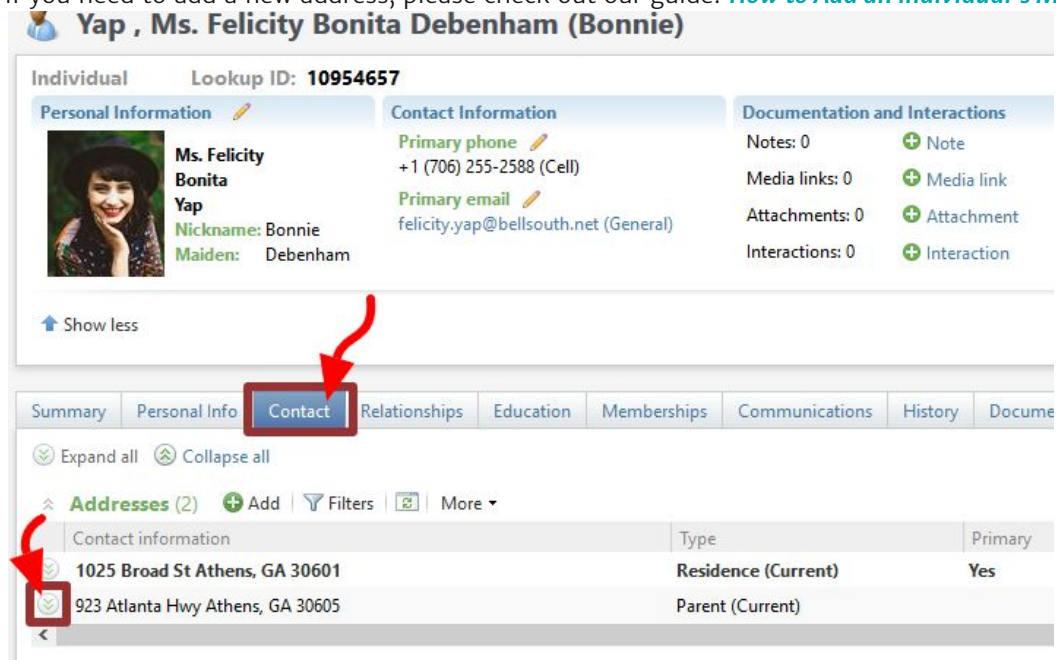
Perform a **constituent search** for the individual whose phone number you would like to update and click into their **constituent profile**.



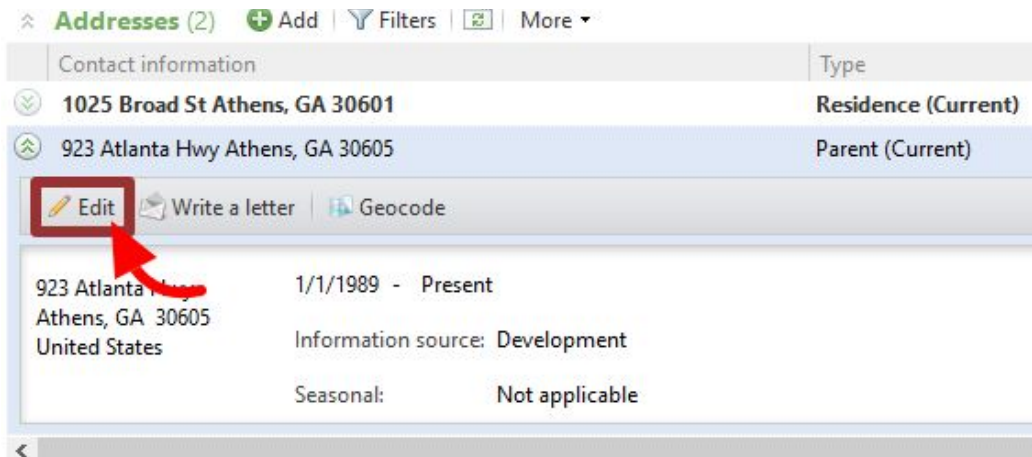
## Step 2

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**.



Addresses (2) Add Filters More

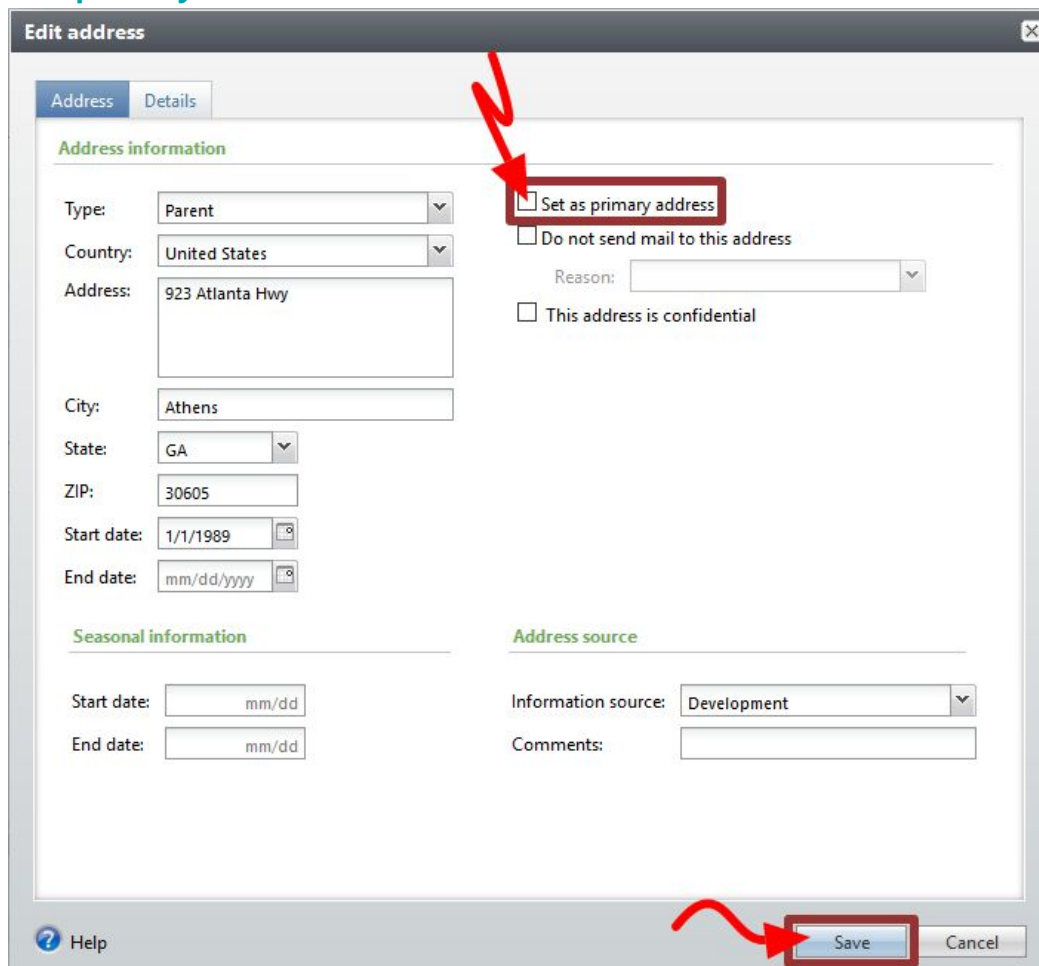
| Contact information              | Type                |
|----------------------------------|---------------------|
| 1025 Broad St Athens, GA 30601   | Residence (Current) |
| 923 Atlanta Hwy Athens, GA 30605 | Parent (Current)    |

Edit Write a letter Geocode

923 Atlanta Hwy Athens, GA 30605 United States 1/1/1989 - Present Information source: Development Seasonal: Not applicable

### Step 3

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



Edit address

Address Details

Address information

Type: Parent

Country: United States

Address: 923 Atlanta Hwy

City: Athens

State: GA

ZIP: 30605

Start date: 1/1/1989

End date: mm/dd/yyyy

Seasonal information

Start date: mm/dd

End date: mm/dd

Address source

Information source: Development

Comments:

Set as primary address

Do not send mail to this address

Reason: Reason

This address is confidential

Help Save Cancel

Then hit **save**.