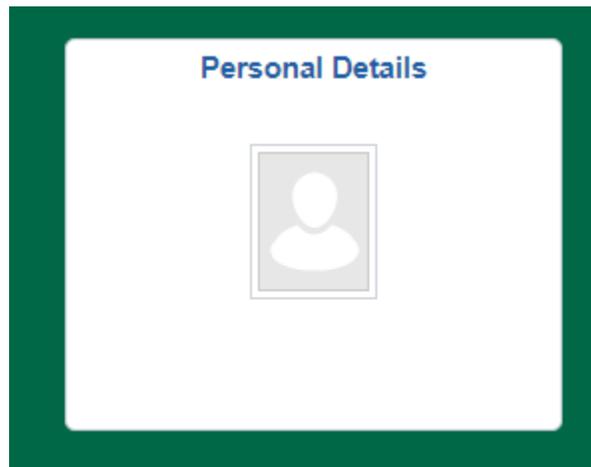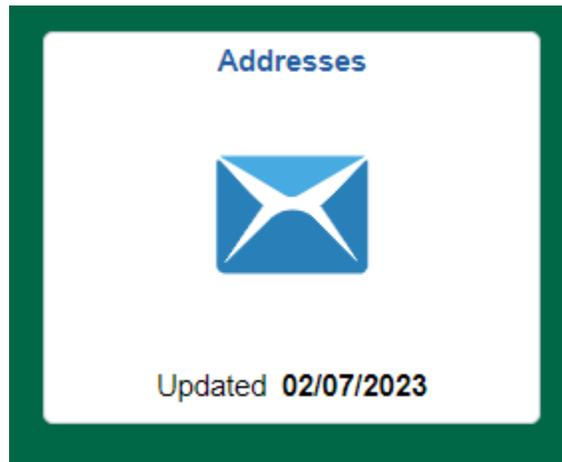# Runner EDQ Address Verification

This software provides data integrity and validation for addresses in GEMS. This should recognize any address that is valid with the US Postal service.

- Will be installed in GEMS production 02/14/2023 after 5pm and available in ESS 02/15/2023
- Users will not see any different menu items, and will navigate to the Employee Self Service (ESS) portal normally to update/change their address.
- Click on the Personal Details Tile:

  o

- Then click on the Addresses Tile:

  o

- Select the address that appears: (this address below is random and it not an address for any employee at USF)

-

- You click on the address and can either type over the existing address or click the word clear in the lower left hand corner:

Employee Instruction

To save United States addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3

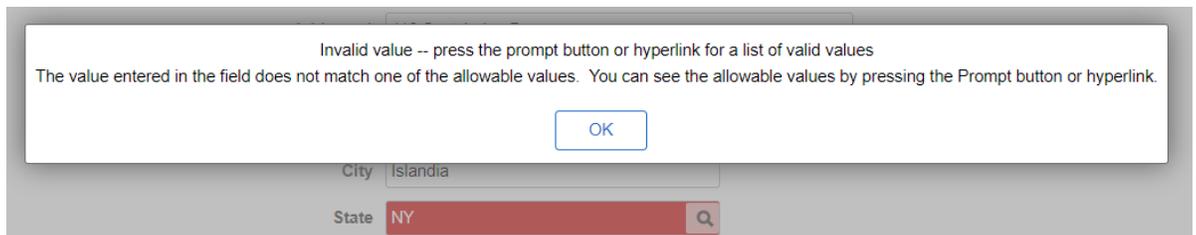|	
Change As Of	02/07/2023
Address Type	Home
Country	United States
Address 1	119 Scotchpine Dr
Address 2	
Address 3	
City	Islandia
State	New York
Postal	11749-1645
County	Suffolk

Clear

-
- NOTE: FOR THE STATE, YOU NEED TO TYPE OUT THE STATE NAME AND THEN CLICK SEARCH. If you type NY you will get an error. If you type nothing you will get an error. The postal and county will populate automatically.

Invalid value -- press the prompt button or hyperlink for a list of valid values

The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink.

OK

City Islandia

State NY

If you type New and click the magnifying glass you will be brought to a list

▼ Search Results

State ⬦	Description ⬦
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NY	New York

Once you tab out of the selected state or spelled out state, the zip code and county will populate. However, the county will change to non-Florida upon save due to a USF current customization and requirement.