

EDITING AGENCY ADDRESS

[Summary](#)

Steps on how to edit the address in the General Info page

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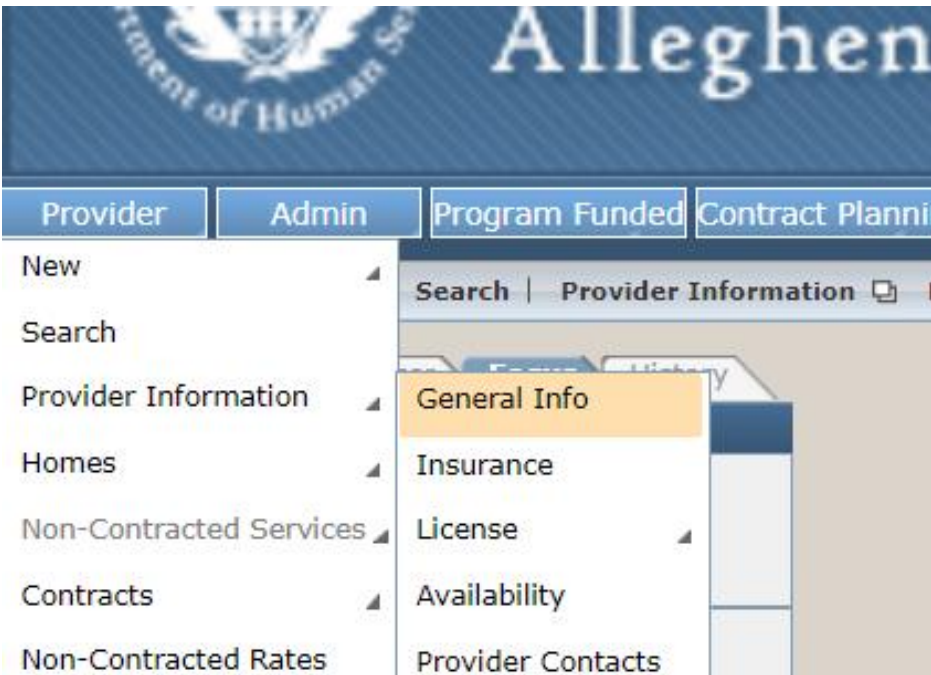
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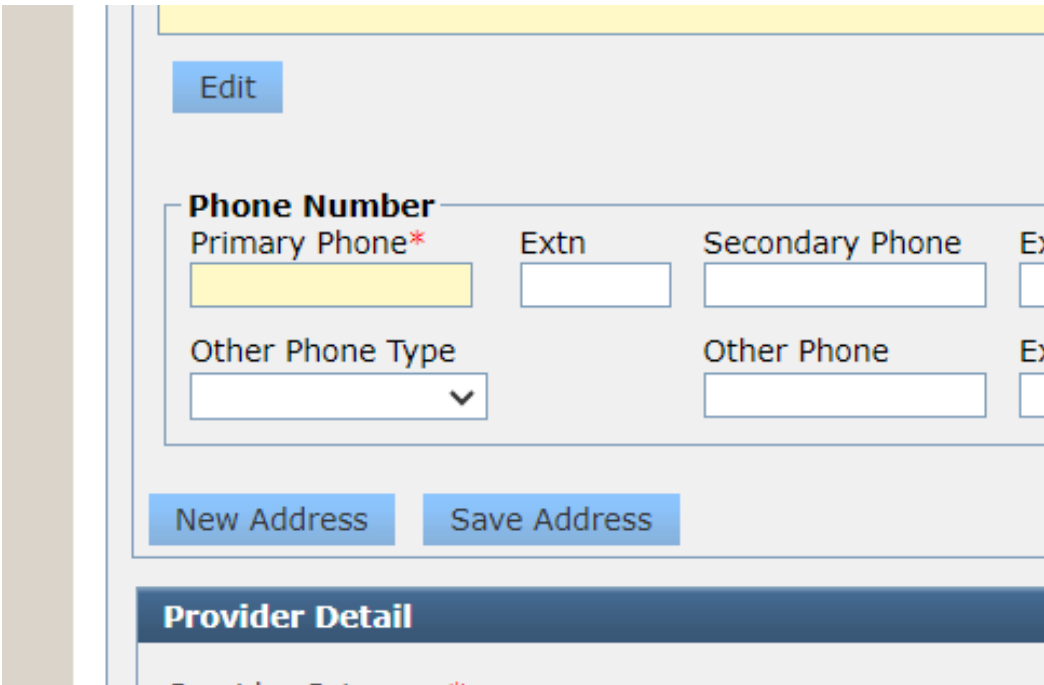
Navigate to General info page

After signing into MPER, hover over Provider > Provider Information and select General Info

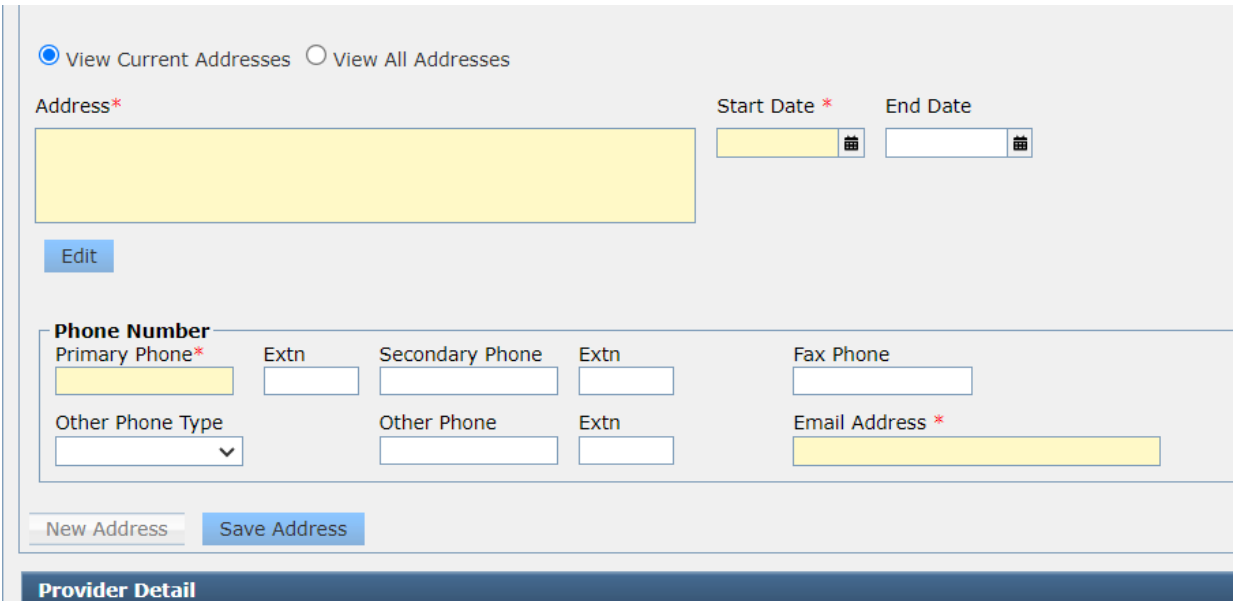


Starting the New Address

In the General Info Page, select the New Address button



Select the Edit button, select the Address Type(s), fill in the fields and select Search.



After selecting Search and the address has been validated, click OK

Enter Address

Address Details

Address Format

☒ Domestic Address
☐ Foreign Address

Address Type

☐ Communication
☒ Contracting
☐ Headquarter Address

Address Line 1

1 SMITHFIELD ST

Address Line 2

City

PITTSBURGH

State

Pennsylvania

Zip

15222 -

☐ Save Without Verification

Search Results

Address Validated

OK

Search

Cancel

Finishing the New Address

Continue filling in the Start Date, Primary Phone, and Email Address fields, then click Save Address

☒ View Current Addresses
☐ View All Addresses

Address*

1 SMITHFIELD ST
PITTSBURGH, PA 15222

Start Date *

End Date

Edit

Phone Number

Primary Phone*

Extn

Secondary Phone

Extn

Fax Phone

Other Phone Type

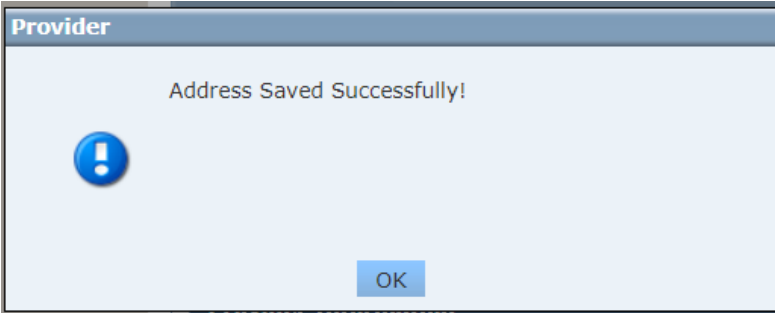
Other Phone

Extn

Email Address *

New Address

Save Address



The new address will now be visible in the Addresses table

Addresses										
	Address Type	Address Line 1	Address Line 2	City	State	Zip Code	Secondary Phone	Primary Phone	Fax Phone	Start Date
▶	Contracting	1 SMITHFIELD ST		PITTSBURGH	PA	15222		1561234890		06/01/2024

☒ View Current Addresses ☐ View All Addresses

Address*

1 SMITHFIELD ST
PITTSBURGH, PA 15222

Start Date *

06/01/2024

End Date

Edit