



## Add receiving addresses



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# Add receiving addresses

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Create a contact list of receiving addresses for the LEA. There can be multiple receiving sites at one campus and multiple addresses for an individual.

Tables > Receiving Addresses District Administration

Save

		<input checked="" type="checkbox"/>	CONVERSION	933 - 933 School
		<input checked="" type="checkbox"/>	OPERATIONS	935 - 935 School

[+](#) Add

Active:

Description:  Contact:

Organization:  (Load) Department:

Address Line 1:  Street:

City:  State:  Zip Code:  +4

Phone:  Fax:  E-mail: