

[Facebook](#)[Tweet](#)[LinkedIn](#)[Google+](#)[Email](#)

NPSP: Specify a Default Mailing Address for a Household or Organization

This article contains these topics:

- Mark an Address as Default
- Mark an Address as Default if the Household Moves

NOTE: *This functionality is only available if you are using the Household Account model in NPSP 3.0 or later. For more information, see [What is an Account Model?](/articles/Resource/NPSP-What-is-an-Account-Model/)*

Mark an Address as Default

When you mark an Address as the default Address, it specifies that this is the Address that you want to use to send mailings. When you mark an Address as default, it will:

- Copy that Address to the related Household or Organization Account's Billing Address fields.
- If it's a Household Account, copy that Address to the Mailing Address fields of each Contact who's connected to the Household.

NOTE: *Contacts who have an Address Override will NOT have the default Mailing Address copied to their record. See [Override the Default Address for a Contact](/articles/Resource/NPSP-Override-the-Default-Address-for-a-Contact/)*

To mark an Address as default:

1. In the Nonprofit Success Pack, search for the Household or Organization you're interested in (for example, "Smith Household"), or click the **Accounts** tab to see a list of recent Accounts.

NOTE: *If you're not in the Nonprofit Success Pack application, you'll need to select it from the upper-right hand corner in Salesforce.*



2. Click the **Account Name** of the Household or Organization Account whose addresses you want to edit.
3. Scroll down to the Addresses related list, find the Address record you'd like to set as the default, and click **Edit**.
4. Select the **Default Address** checkbox, and click **Save**.

A screenshot of the 'Address Edit' form in Salesforce. The form is divided into several sections: 'Information', 'Account Detail', 'Address', 'Contact Detail', and 'Address Information'. The 'Information' section shows the 'Address ID' as A-04842, the 'Household Account' as 'Smith Household', and the 'Address Type' as 'Home'. The 'Default Address' checkbox is checked and highlighted with a red box. The 'Account Detail' section shows the 'Account Name' as 'Smith Household'. The 'Address' section shows the 'Billing Address' as '125 Maple Dr, Seattle, WA 99999'. The 'Contact Detail' section shows the 'Name' as 'V Smith' and the 'Account Name' as 'Smith Household'. The 'Address Information' section shows the 'Primary Address Type' as 'Home' and the 'Mailing Address' as '125 Maple Dr, Seattle, WA 99999'. Two red arrows point from the 'Default Address' checkbox to the 'Billing Address' and 'Mailing Address' fields, with annotations: '1. The default Address propagates to the Household Account Billing Address' and '2. And to each related Contact's Mailing Address'.

Mark a new Address as default if the Household moves

1. Create the new Address (/articles/Resource/NPSP-Add-Addresses-to-a-Household) for the Household Account.
2. Mark the new address as the Default Address (procedure above), and click **Save**.

Behind the scenes:

- On the previous default Address, the **Default Address** checkbox will get unchecked.
- On the previous default Address, the Latest End Date field will get populated with today's date.
- The Household Account and related Contacts will get updated with the new default Address.



(http://creativecommons.org/licenses/by-nc-sa/3.0/deed.en_US)

This work is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License (https://creativecommons.org/licenses/by-nc-sa/3.0/deed.en_US).
 (/ _ui/core/userprofile/UserProfilePage?u=0058000000050iaJAASttContentNonCommercialShareAlike 3.0 Unported License (https://creativecommons.org/licenses/by-nc-sa/3.0/deed.en_US).
 Bigger Boat Consulting



(/)

brought to you by

