

# Lookup & Add Address For ActiveNet

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<https://www.columbus.gov/Community/Interactive-Maps>

For finding

municipal: <https://thefinder.tax.ohio.gov/StreamlineSalesTaxWeb/AddressLookup/LookupByAddress.aspx?taxType=Municipal>

For finding township: <https://geocoding.geo.census.gov/geocoder/geographies/address?form>

## How to Add an Address to ActiveNET:

Streets can be used in ACTIVE Net to determine whether or not a customer is a resident or non-resident.

### Adding a Street

1. Go to **Administration > Locations > Streets**
2. Click **Add New**
3. Enter **Street Name**
4. Enter **From Address** and **Through Address**
5. Check **Even Numbers** and/or **Odd Numbers**

- **Note:** *Checking these boxes identifies which set of street numbers qualifies as a valid address*

6. Enter **City, State, Zip Code**
7. If Street is a residential address, check **Resident**.

- a. **Note:** *If not a residential address, leave **Resident** unchecked*

8. Click **Save**
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