



Geek Sheet 5 - Address change URL

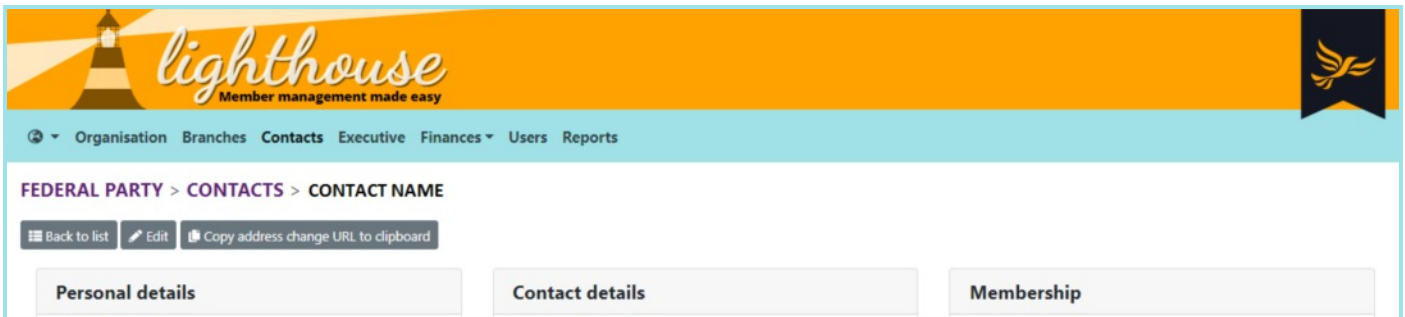
Sometimes, you may know that you need to update a member's home address, for example if they have moved house, but you do not know their new address.

For this reason, we have developed a tool in Lighthouse to enable you to request the new address from that member by sending them a simple online form.

Please note that this tool is only to be used in situations where you do not know a member's new address. If you already have this information, [click here](#) to read our guide on editing contacts in Lighthouse.

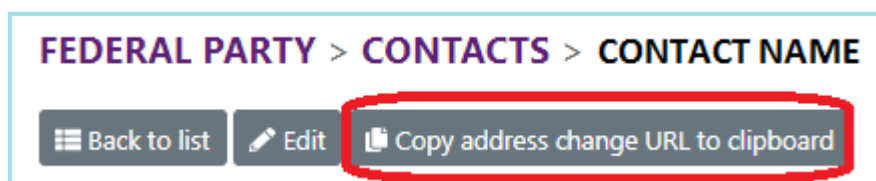
Step 1

After logging in to [Lighthouse](#), search for the contact you need to update, and click on their name to open their contact record.



Step 2

You will see a button at the top left of the page titled "Copy address change URL to clipboard". Click this button, and your computer will take a copy of the link you need to send to the member in question, which you should then paste into an email to them.



Note that this generates a unique URL for that member only, so if you need to do this for more than one person, you will need to click this button on each of their contact records.

After the member clicks on the URL, they will be directed to an online form, in which they can fill out their new address details. This will then automatically update their contact record in Lighthouse, meaning you do not need to do anything else!