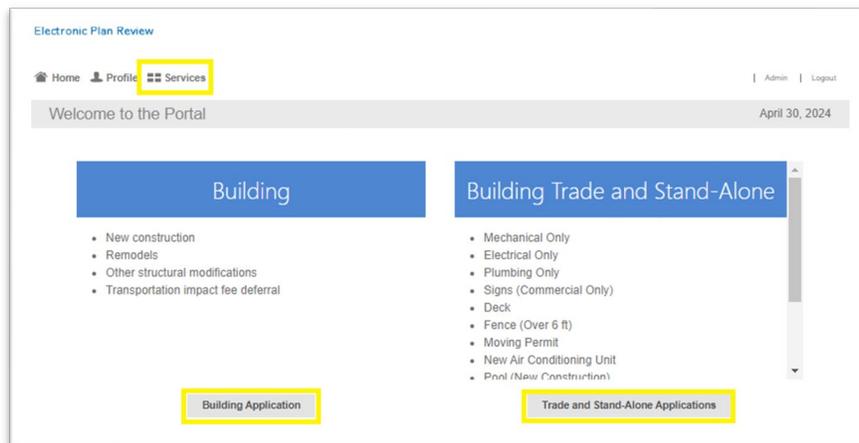## Address Validation Error (Job Site/Project Location)

1. If you are having trouble verifying the address for your application, please follow the steps listed below:
2. Check with the Community Development Map Viewer to confirm proper spelling of the street name and to verify the project location falls within Bozeman City limits. (Not all addresses which list "Bozeman, MT" in the address are within city limits.)
3. Log into ProjectDox. Empty the address fields in the validation section of the application and click "**Save for Later**" at the bottom of the screen. Close and reopen your browser.
4. Clear the "Cache/Cookies" on your browser.
5. Log into PDox. Open the services / application portal (blue header screen), then click one of the gray buttons to reach your dashboard.

6. Locate the application within the "Unsubmitted" section of your dashboard, toward the bottom of screen. Click the pencil icon to edit application.

7. Scroll to the **Job Site Location** portion of the application and type the address in. It is very important you DO NOT put in any extra spaces before and after the street number or street name.

Other Helpful Tips:

- If your street is a number, you will need to put the superscript (nd or th) after the number, i.e., 1st, or 3rd.
- If the street has a direction, you must select one from the drop-down menu.
- Do not fill in Unit Description or Unit Number. If you search the main address all the unit numbers will appear.

8. If the steps above do not work, edit the application in a different browser.
9. If your address has the street direction at the end, i.e., Technology Blvd **W**, you will need to submit under a faux address: "20 E Olive Street." **Please ensure you list the actual physical address in the scope of work section of the application.**
10. If you are still having problems, call 406-582-2375 for assistance.