# Updating Organisation and Postal Address

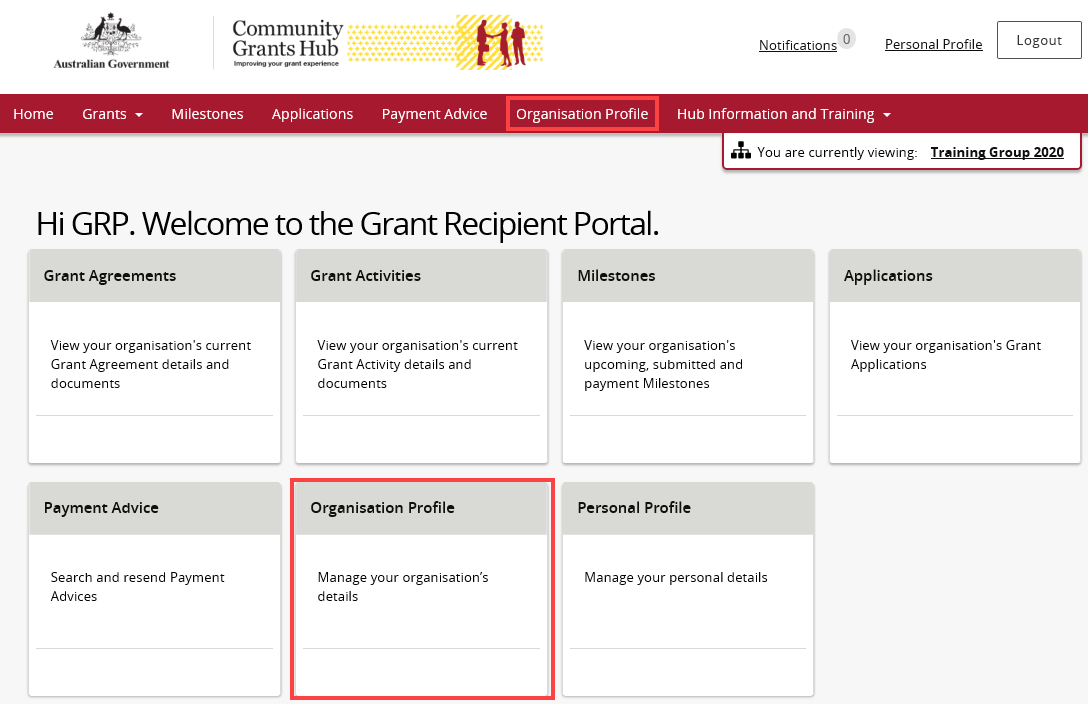
Process to update organisation and postal address in the Grant Recipient Portal.

**Portal Access required**: Administrator.

The Portal enables Grant Recipients to review and self-manage their details through the Organisation Profile. This task card will describe the process for reviewing the Organisation Profile as it appears in the Portal.

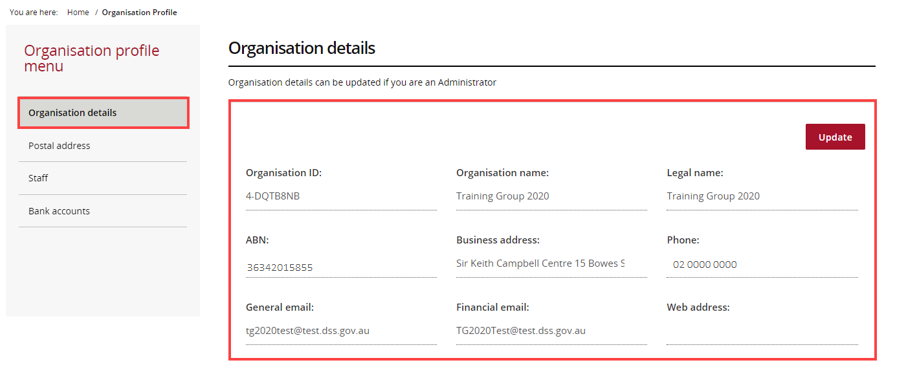
# Reviewing your Organisation Profile

From the Home screen select the **Organisation Profile** tile or select the **Organisation Profile** link from the navigation menu.



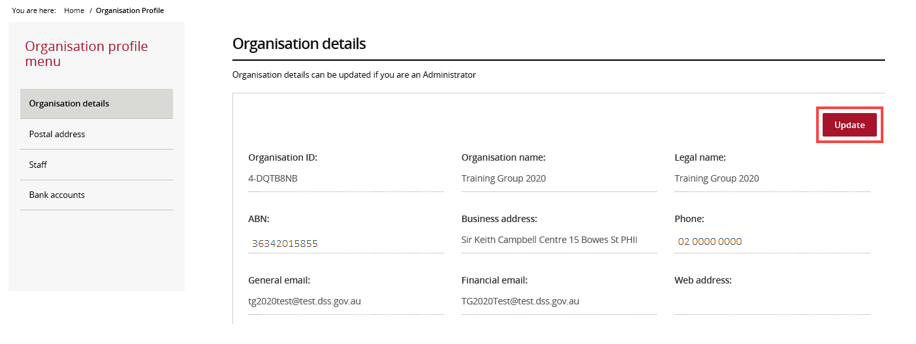
The Organisation Profile menu screen displays an overview of the Organisation by default. The following information about the Organisation details can be viewed:

|  |  |  |
| --- | --- | --- |
| * Organisation ID | * Organisation name | * Legal name |
| * ABN | * Business address | * Phone |
| * General email | * Financial email | * Web address |



# Updating your Organisation details

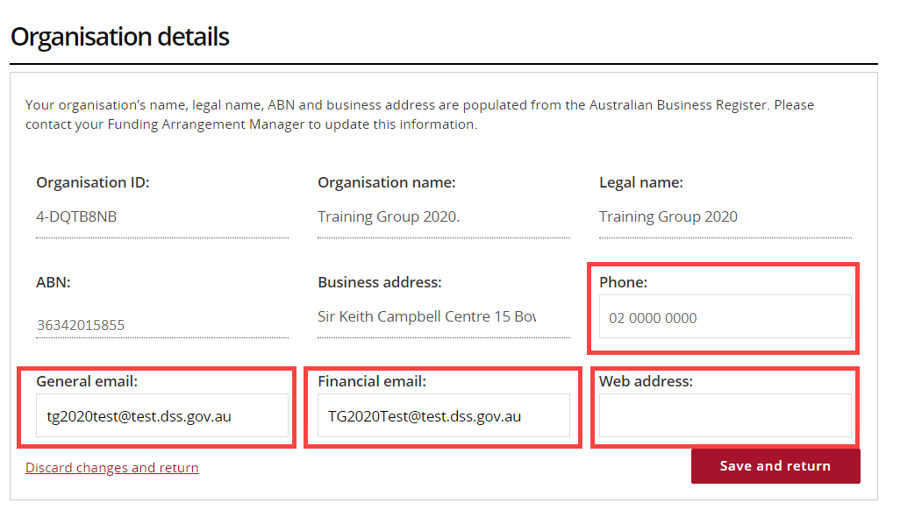
Under the Organisation details screen select **Update** to edit Organisation details.



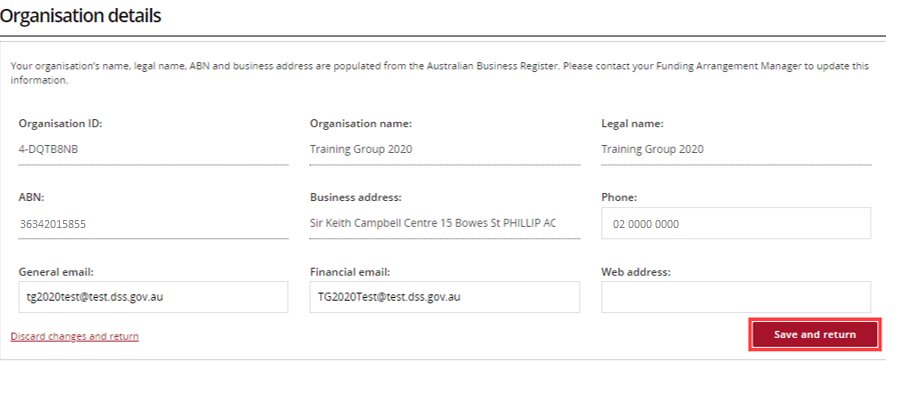
The following information about Organisation’s details can be changed:

|  |  |
| --- | --- |
| * Phone number | * General email |
| * Financial email | * Web address |

**Note:** All other fields are linked to the ABN and cannot be changed through the Portal. To have these fields updated contact your Funding Arrangement Manager. If unsure whom this is, refer to the Grant Activity details screen.

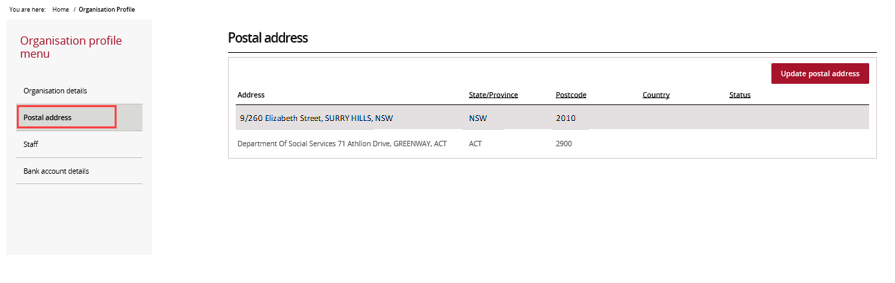


Select **Save and return** when complete.

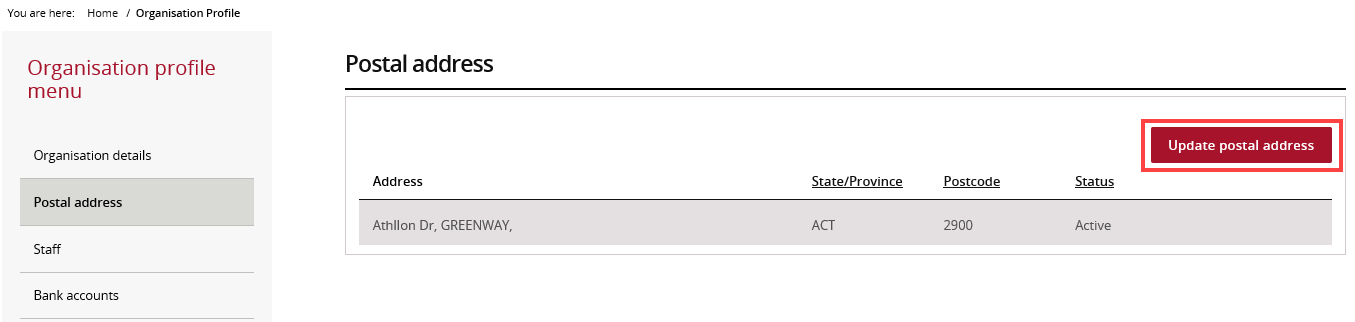


# Updating the Postal Address

Select **Postal Address** on the Organisation profile menu.



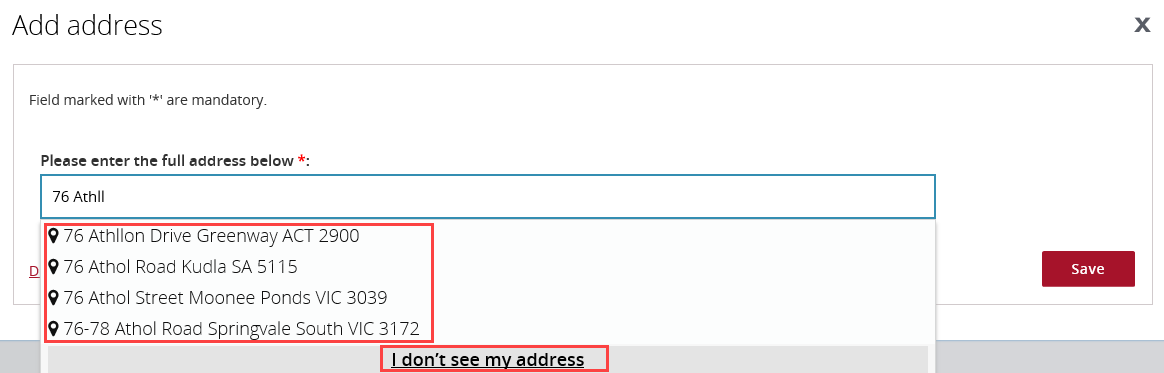
The Postal address screen will display. Select **Update postal address** to update the address.



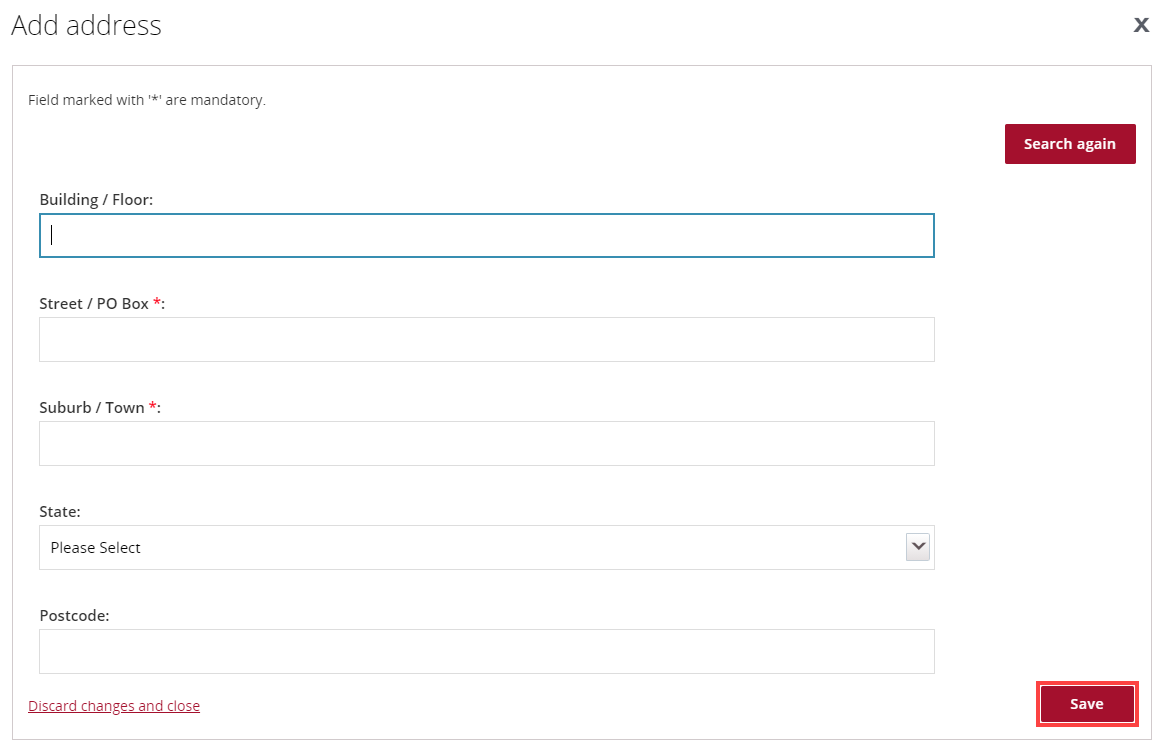
An auto-complete box appears. When typing the new address, options will appear in a list.

Select the correct address from the drop down, select **Save** when complete.

If the correct address does not appear in the list of options, select **I don’t see my address** and proceed to step 9.



A pop-up box will appear and allowing the address to be manually entered. Mandatory fields are marked with a red asterisk. Select **Save** when complete.



Need Help?

For further assistance, contact the Grant Recipient Portal Helpdesk:

**Email**: [GRP.Helpdesk@communitygrants.gov.au](mailto:GRP.Helpdesk@communitygrants.gov.au)

**Phone**: 1800 020 283 (Option 5)

**Operating Hours:** Monday to Friday 8:30am – 5:30pm (AEST/AEDT)