# Update Organisational Information

Grant Recipient Portal Task Card

**Portal Access required**: Administrator

The Grant Recipient Portal (Portal) enables grant recipients to view and self-manage their organisational details through the Organisation Profile.

This task card describes the process of viewing and updating Organisational information including postal address.

# Viewing your Organisation Profile

| **Step** | **Action** |
| --- | --- |
|  | From the Home screen select the **Organisation Profile** tile. Alternatively, select the **Organisation Profile** link from the Navigation menu.  Screenshot of the home page of the portal, organisation profile tile and organisation profile link highlighted. |
|  | The Organisation Profile menu screen displays an overview of the Organisation by default. The below information related to the Organisation can be viewed:   |  |  |  | | --- | --- | --- | | * Organisation ID | * Organisation name | * Legal name | | * ABN | * Business address | * Phone | | * General email | * Financial email | * Web address |   Screenshot of the organisation details page. |

# Updating your Organisational Information

| **Step** | **Action** |
| --- | --- |
|  | Under the Organisation details screen select **Update** to edit Organisation details.  Screenshot of the organisation details page and update button highlighted. |
|  | The following Organisation details can be changed:   |  |  | | --- | --- | | * General email | * Phone number | | * 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.  Screenshot of organisation fields, you can update, phone, web address, financial email and general email. |
|  | Select **Save and return** when complete.  Screenshot of saving organisation details page updates. |

# Updating the Postal Address

| **Step** | **Action** |
| --- | --- |
|  | Select **Postal address** on the Organisation profile menu.  A screen shot of the Organisation profile screen. The postal address section in the organisation profile menu is highlighted. |
|  | The Postal address screen will display. Select **Update postal address** to update the address.  Screenshot of the potsal adress screen with the update postal address button highlighted. |
|  | 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 the next step.  A screenshot of the add address screen.The please enter the fulll address below screen has the beginning of an address with possible suggested full addresses suggested in the box below. The I don't see my address button is also highlighted. |
|  | A pop-up box will appear allowing the address to be manually entered. Mandatory fields are marked with a red asterisk. Select **Save** when complete.  Screenshot of fields to add address manually. The save button is highlighted at the buttom of the screen. |

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 9:00am – 5:00pm (AEST/AEDT)