





# 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

Australian Government       Community Grants Hubber of exercise       Notifications <sup>®</sup> Personal Profile       Logout         Home       Grants - Milestones       Applications       Payment Advice       Organisation Profile       Data Exchange C       Training and Support C				
Hi GRP. Welcome to the Grant Recipient Portal.				
	Grant Activities Milestones Applications			
Grant Agreements	Grant Activities	Milestones	Applications	
Grant Agreements View your organisation's current Grant Agreement details and documents	Grant Activities View your organisation's current Grant Activity details and documents	Milestones View your organisation's upcoming, submitted and payment Milestones	Applications View your organisation's Grant Applications	
Grant Agreements View your organisation's current Grant Agreement details and documents Payment Advice	Grant Activities View your organisation's current Grant Activity details and documents Organisation Profile	Milestones View your organisation's upcoming, submitted and payment Milestones Personal Profile	Applications View your organisation's Grant Applications Acceptances	



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## Updating your Organisational Information

Step	Action				
3	Under the Organisation details screen select <b>Update</b> to edit Organisation details.				
	Organisation profile menu	Organisation details			
	Organisation details	Organisation details can be updated if you are	an Administrator		
	Postal address			Update	
	Staff	Organisation ID:	Organisation name:	Legal name:	
	Bank accounts	4-DQ1D8ND	Training Group 2020	Training Group 2020	
		ABN: 36342015855	Business address: Sir Keith Campbell Centre 15 Bowes St PHII	Phone: 02 0000 0000	
		General email: tg2020test@test.dss.gov.au	Financial email: TG2020Test@test.dss.gov.au	Web address:	

General email     General email:     General email			na numbar
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# Updating the Postal Address

Step	Action						
6	Select <b>Postal address</b> on the Organisation profile menu.						
	Organisation profile menu Organisation details	Postal address Update postal address Address State/Province Postcode Country Status					
	Postal address Staff Bank account details	9/260         Bitabeth Street, SURRY HILLS, MSW         NSW         2010           Department Of Social Services 71 Athlion Drive, GREENWAY, ACT         ACT         2300					
7	The Postal address s address.	screen will display. Select <b>Update postal address</b> to update the					
	Organisation profile menu Organisation details	Postal address Update postal address Update postal address					
	Postal address Staff Bank accounts	Autriss         Steter routine         Fostcole         Status           Athilon Dr, GREENWAY,         ACT         2900         Active					
8	An auto-complete bo list. Select the correct ad	x appears. When typing the new address, options will appear in a dress from the drop down, select <b>Save</b> when complete.					
	Add address	d to the next step.					
	Field marked with '*' are mandatory.  Please enter the full address bel 76 Athil  76 Athil  76 Athol Road Kudla SA 51  76 Athol Street Moonee P	aw *: / ACT 2900 15 Save					
	<ul> <li>▼76 Athol street Moonee P</li> <li>▼76-78 Athol Road Springva</li> </ul>	Ile South VIC 3172					

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Step	Action	
9	A pop-up box will appear allowing the address to be manually entered. Nare marked with a red asterisk. Select <b>Save</b> when complete.	landatory fields
	Add address	х
	Field marked with '*' are mandatory.	Search again
	Building / Floor:	
	Street / PO Box *:	
	Suburb / Town *:	
	State:	
	Piease Select	
	Discard changes and close	Save

### Need Help?

For further assistance, contact the Grant Recipient Portal Helpdesk:

Email: <u>GRP.Helpdesk@communitygrants.gov.au</u>

Phone: 1800 020 283 (Option 5)

Operating Hours: Monday to Friday 9:00am - 5:00pm (AEST/AEDT)