



# Update Organisational Information

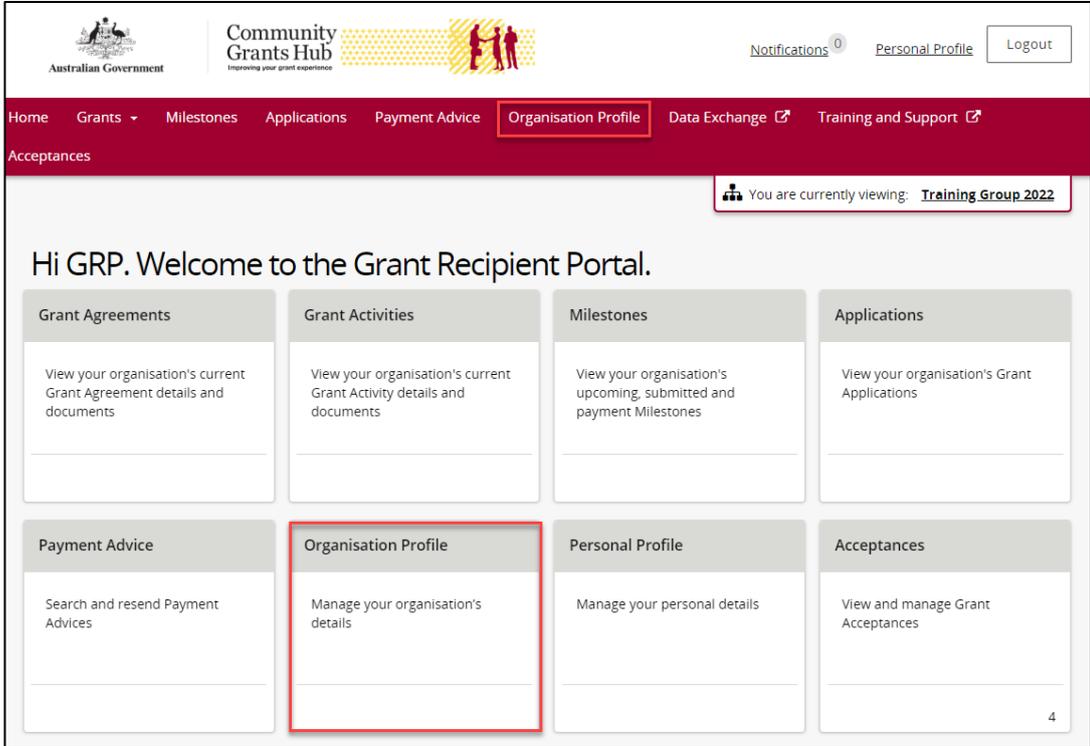
## Grant Recipient Portal Task Card

**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
1	<p>From the Home screen select the <b>Organisation Profile</b> tile. Alternatively, select the <b>Organisation Profile</b> link from the Navigation menu.</p>  <p>The screenshot shows the Grant Recipient Portal interface. At the top, there is a navigation bar with the following items: Home, Grants, Milestones, Applications, Payment Advice, <b>Organisation Profile</b> (highlighted with a red box), Data Exchange, and Training and Support. Below the navigation bar, there is a section for 'Acceptances' and a notification that says 'You are currently viewing: Training Group 2022'. The main content area displays a welcome message 'Hi GRP. Welcome to the Grant Recipient Portal.' followed by a grid of eight tiles. The 'Organisation Profile' tile, which contains the text 'Manage your organisation's details', is highlighted with a red border. Other tiles include Grant Agreements, Grant Activities, Milestones, Applications, Payment Advice, Personal Profile, and Acceptances.</p>



Step	Action
2	<p>The Organisation Profile menu screen displays an overview of the Organisation by default. The below information related to the Organisation can be viewed:</p> <ul style="list-style-type: none"> <li>• Organisation ID</li> <li>• ABN</li> <li>• General email</li> <li>• Organisation name</li> <li>• Business address</li> <li>• Financial email</li> <li>• Legal name</li> <li>• Phone</li> <li>• Web address</li> </ul>

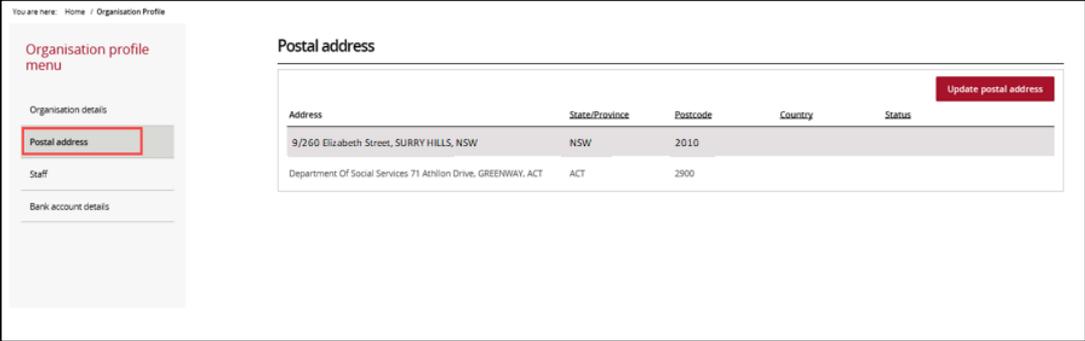
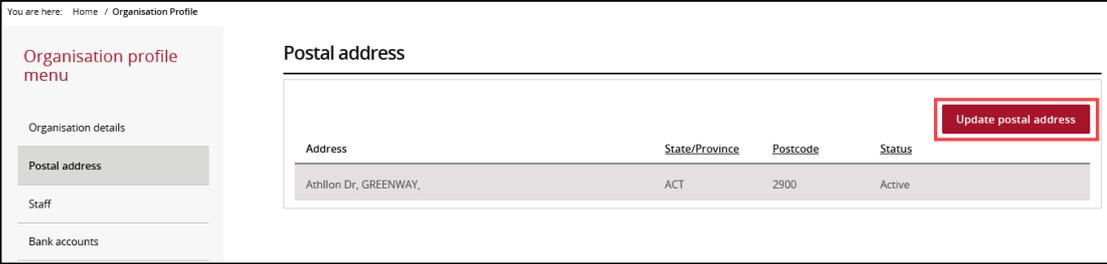
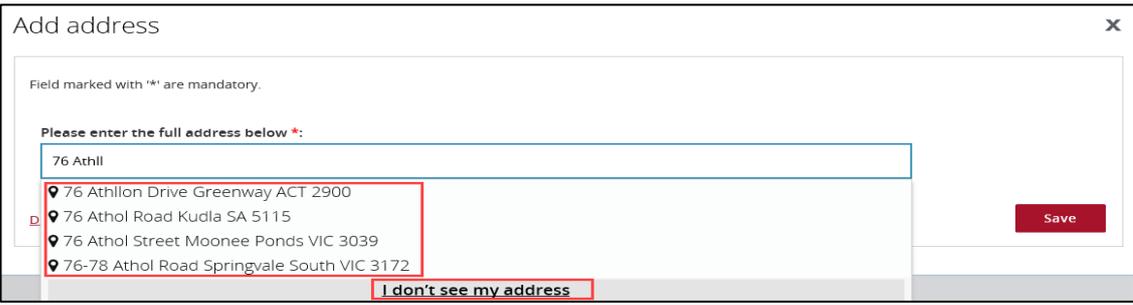
## Updating your Organisational Information

Step	Action
3	<p>Under the Organisation details screen select <b>Update</b> to edit Organisation details.</p>



Step	Action									
4	<p>The following Organisation details can be changed:</p> <ul style="list-style-type: none"><li>• General email</li><li>• Financial email</li><li>• Phone number</li><li>• Web address</li></ul> <p><b>Note:</b> 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.</p> <div data-bbox="279 739 1380 1388"><h3>Organisation details</h3><p>Your organisation's name, legal name, ABN and business address are populated from the Australian Business Register. Please contact your Funding Arrangement Manager to update this information.</p><table><tr><td>Organisation ID: 4-DQTB8NB</td><td>Organisation name: Training Group 2020.</td><td>Legal name: Training Group 2020</td></tr><tr><td>ABN: 36342015855</td><td>Business address: Sir Keith Campbell Centre 15 Bow</td><td>Phone: 02 0000 0000</td></tr><tr><td>General email: tg2020test@test.dss.gov.au</td><td>Financial email: TG2020Test@test.dss.gov.au</td><td>Web address:</td></tr></table><p><a href="#">Discard changes and return</a> <span style="float: right;"><b>Save and return</b></span></p></div>	Organisation ID: 4-DQTB8NB	Organisation name: Training Group 2020.	Legal name: Training Group 2020	ABN: 36342015855	Business address: Sir Keith Campbell Centre 15 Bow	Phone: 02 0000 0000	General email: tg2020test@test.dss.gov.au	Financial email: TG2020Test@test.dss.gov.au	Web address:
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5	<p>Select <b>Save and return</b> when complete.</p> <div data-bbox="279 1512 1396 2004"><h3>Organisation details</h3><p>Your organisation's name, legal name, ABN and business address are populated from the Australian Business Register. Please contact your Funding Arrangement Manager to update this information.</p><table><tr><td>Organisation ID: 4-DQTB8NB</td><td>Organisation name: Training Group 2020</td><td>Legal name: Training Group 2020</td></tr><tr><td>ABN: 36342015855</td><td>Business address: Sir Keith Campbell Centre 15 Bowes St PHILLIP AC</td><td>Phone: 02 0000 0000</td></tr><tr><td>General email: tg2020test@test.dss.gov.au</td><td>Financial email: TG2020Test@test.dss.gov.au</td><td>Web address:</td></tr></table><p><a href="#">Discard changes and return</a> <span style="float: right;"><b>Save and return</b></span></p></div>	Organisation ID: 4-DQTB8NB	Organisation name: Training Group 2020	Legal name: Training Group 2020	ABN: 36342015855	Business address: Sir Keith Campbell Centre 15 Bowes St PHILLIP AC	Phone: 02 0000 0000	General email: tg2020test@test.dss.gov.au	Financial email: TG2020Test@test.dss.gov.au	Web address:
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## Updating the Postal Address

Step	Action															
6	<p>Select <b>Postal address</b> on the Organisation profile menu.</p>  <p>The screenshot shows the 'Organisation profile menu' on the left with 'Postal address' highlighted in a red box. The main content area shows the 'Postal address' section with a table of addresses and an 'Update postal address' button in the top right corner.</p> <table border="1" data-bbox="545 680 1327 801"> <thead> <tr> <th>Address</th> <th>State/Province</th> <th>Postcode</th> <th>Country</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>9/260 Elizabeth Street, SURRY HILLS, NSW</td> <td>NSW</td> <td>2010</td> <td></td> <td></td> </tr> <tr> <td>Department Of Social Services 71 Athlon Drive, GREENWAY, ACT</td> <td>ACT</td> <td>2900</td> <td></td> <td></td> </tr> </tbody> </table>	Address	State/Province	Postcode	Country	Status	9/260 Elizabeth Street, SURRY HILLS, NSW	NSW	2010			Department Of Social Services 71 Athlon Drive, GREENWAY, ACT	ACT	2900		
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Department Of Social Services 71 Athlon Drive, GREENWAY, ACT	ACT	2900														
7	<p>The Postal address screen will display. Select <b>Update postal address</b> to update the address.</p>  <p>The screenshot shows the 'Postal address' screen. The 'Update postal address' button is highlighted in a red box. The table below shows the current address details.</p> <table border="1" data-bbox="549 1182 1366 1317"> <thead> <tr> <th>Address</th> <th>State/Province</th> <th>Postcode</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Athlon Dr, GREENWAY,</td> <td>ACT</td> <td>2900</td> <td>Active</td> </tr> </tbody> </table>	Address	State/Province	Postcode	Status	Athlon Dr, GREENWAY,	ACT	2900	Active							
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8	<p>An auto-complete box appears. When typing the new address, options will appear in a list.</p> <p>Select the correct address from the drop down, select <b>Save</b> when complete.</p> <p>If the correct address does not appear in the list of options, select <b>I don't see my address</b> and proceed to the next step.</p>  <p>The screenshot shows the 'Add address' dialog box. It contains a text input field with '76 Athll' entered. Below the input field is a list of suggestions: '76 Athllon Drive Greenway ACT 2900', '76 Athol Road Kudla SA 5115', '76 Athol Street Moonee Ponds VIC 3039', and '76-78 Athol Road Springvale South VIC 3172'. The first suggestion is highlighted in a red box. There is a 'Save' button on the right and an 'I don't see my address' link at the bottom.</p>															



Step	Action
9	<p>A pop-up box will appear allowing the address to be manually entered. Mandatory fields are marked with a red asterisk. Select <b>Save</b> when complete.</p> <div data-bbox="268 560 1428 1299"><p>Add address <span style="float: right;">x</span></p><p>Field marked with ** are mandatory.</p><p style="text-align: right;"><b>Search again</b></p><p>Building / Floor: <input type="text"/></p><p>Street / PO Box *: <input type="text"/></p><p>Suburb / Town *: <input type="text"/></p><p>State: <input type="text" value="Please Select"/></p><p>Postcode: <input type="text"/></p><p><a href="#">Discard changes and close</a> <span style="float: right;"><b>Save</b></span></p></div>

## 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)