



Update Organisational Information

Task Card

The Grant Recipient Portal (Portal) allows administrators to view and manage their organisation's details. This includes updating contact information and postal addresses.

Portal access required: Administrator.

Quick Links

[View Organisation Profile](#)

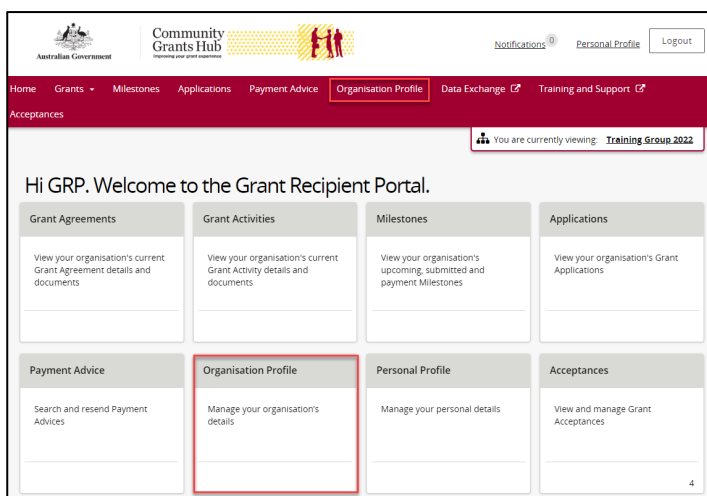
[Update Organisation Details](#)

[Update Postal Address](#)

[Need help?](#)

View Organisation Profile

From the Portal home page, select the **Organisation Profile** tile, or link from the navigation menu.



The **Organisation Profile** page displays information about your organisation, including:

- Organisation ID
- Organisation name
- Legal name
- ABN
- Business address
- Phone number
- General email address
- Financial email address
- Website address

You are here: [Home](#) / [Organisation Profile](#)

Organisation profile menu

- Organisation details**
- Postal address
- Staff
- Bank accounts

Organisation details

Organisation details can be updated if you are an Administrator

Organisation ID:

4-DQTB8NB

Organisation name:

Training Group 2020

Legal name:

Training Group 2020

ABN:

36342015855

Business address:

Sir Keith Campbell Centre 15 Bowes S

Phone:

02 0000 0000

General email:

tg2020test@test.dss.gov.au

Financial email:

TG2020Test@test.dss.gov.au

Web address:

Update

Update Organisation Details

On the **Organisation Details** page, select **Update**.

You are here: [Home](#) / [Organisation Profile](#)

Organisation profile menu

- Organisation details**
- Postal address
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Organisation details

Organisation details can be updated if you are an Administrator

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 PHII

Phone:

02 0000 0000

General email:

tg2020test@test.dss.gov.au

Financial email:

TG2020Test@test.dss.gov.au

Web address:

Update

You can update:

- Phone number
- General email address
- Financial email address
- Website address

Note: Your organisation name, legal name, ABN, and business address are linked to your ABN and cannot be changed in the portal.

To update these details, contact your Contract Manager. If you do not know who your Contract Manager is, check the **Grant Activity details** screen.

Organisation details

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.

Organisation ID: 4-DQTB8NB	Organisation name: Training Group 2020.	Legal name: Training Group 2020
ABN: 36342015855	Business address: Sir Keith Campbell Centre 15 Box	Phone: 02 0000 0000
General email: tg2020test@test.dss.gov.au	Financial email: TG2020Test@test.dss.gov.au	Web address:

[Discard changes and return](#) [Save and return](#)

Select **Save and return** to save your updates.

General email: tg2020test@test.dss.gov.au	Financial email: TG2020Test@test.dss.gov.au	Web address:
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[Discard changes and return](#) [Save and return](#)

Update Postal Address

From the **Organisation Profile** menu, select **Postal address**.

You are here: Home / Organisation Profile

Organisation profile menu

- Organisation details
- Postal address**
- Staff
- Bank account details

Postal address

Address	State/Province	Postcode	Country	Status
9/260 Elizabeth Street, SURRY HILLS, NSW	NSW	2010		
Department Of Social Services 71 Athillon Drive, GREENWAY, ACT	ACT	2900		

[Update postal address](#)

On the **Postal Address** page, select **Update postal address**.

You are here: Home / Organisation Profile

Organisation profile menu

- Organisation details
- Postal address**
- Staff
- Bank accounts

Postal address

Address	State/Province	Postcode	Status
Athillon Dr, GREENWAY,	ACT	2900	Active

[Update postal address](#)

Start typing your new postal address in the address field.

A list of matching addresses will appear as you type.

- Select the correct address from the list.

- Select **Save** to update your address.

If you cannot find your address, select **I don't see my address**.

The screenshot shows the 'Add address' form with a search bar containing '76 Athll'. Below the search bar, a dropdown menu displays four address suggestions, each preceded by a location pin icon: '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'. A red box highlights the dropdown menu. To the right of the dropdown is a red 'Save' button. At the bottom of the form, there is a link that says 'I don't see my address'.

If your address is not listed, enter it manually.

- Complete all required fields marked with a red asterisk (*).
- Select **Save** when you have finished.

The screenshot shows the 'Add address' form with several input fields. At the top right is a red 'Search again' button. The fields are: 'Building / Floor:' with an empty text box; 'Street / PO Box *:' with an empty text box; 'Suburb / Town *:' with an empty text box; 'State:' with a dropdown menu showing 'Please Select'; and 'Postcode:' with an empty text box. At the bottom left is a link that says 'Discard changes and close', and at the bottom right is a red 'Save' button.

Need help?

For further assistance with the Grant Recipient Portal, please contact the Community Grants Hub at GRP.Helpdesk@communitygrants.gov.au.