



Changing your registry key

- The new key must have seven-alphanumeric characters. At least one character must be numeric and at least one must be an alphabetic character.
 - The key is case sensitive - any CAPITAL letters in the key must be entered as CAPITALS and not as lower case.
1. Select **Maintain Organisation Details - Change Registry Key** from the menu on the left of the screen.
 2. If you know the organisation number enter it on the next field. To find the organisation number use the **Locate Organisation** button to search for and select the organisation number.
 3. Select **Continue** to display the 'Change Registry Key' screen.
 4. Enter your current registry key.
 5. Then enter your new registry key twice in the fields provided.
 6. Select **Continue** and you will see a confirmation message.
 7. Select **Continue** again to exit and complete the process.



[Change a Registry Key now](#)