

The steps to add a new officer or trustee online

1. Select **Maintain Organisation Details - Update Officer - Trustee Details** from the menu on the left of the screen.
 2. If this is the first time you are using this option in this session, a help screen will be displayed. Select **OK** to continue.
 3. 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.
Select **Continue** to display the 'Your Contact Details' screen.
 - If you are a casual user (that is, not logged on) enter your contact details.
 - If you logged on as a registered user these details will already have been entered for you. Check your phone, fax and email details and edit them if required.
 - If you want the system to save your contact details for the rest of this session (which is useful if you are going to file more documents online now), put a tick in the box next to **Save contact details for this session**.
 5. Select **Continue**.
 6. Enter the **registry key** for your organisation then select **Continue** to display the 'Update Organisation Details' screen.
 7. Select the **Update** button next to the **Organisation Officers** heading to display the 'Update Officer/Trustee Details' screen. This screen displays a list of officers - trustees (if any) for the selected organisation.
 8. Select the **Add Officer/Trustee** button from the top of the screen.
 9. Enter the first and last names, their position (for example, Secretary, Treasurer, President, etc) and an address.
 10. Enter the effective date of the appointment (**format = dd/mm/yyyy eg. 31/12/2007**). Enter today's date or a prior date. You cannot enter a future date.
 11. (Optional) Enter an email contact address for the officer or trustee.
 12. Select **Continue** to return to the 'Update Director Officer/Trustee' screen. The new officer or trustee will be listed on the screen, below the current officers / trustees.
- Note** | If you want to delete a proposed update before it is registered, select the **Delete** button next to it.
13. Repeat Steps 2-6 to add other officers / trustees, as required.
 14. Select **Submit Changes** from the 'Update Officer/Trustee Details' screen. The register will be updated immediately with the changes you have made and you will see a confirmation screen once this is done. You can use **[Ctrl] + [P]** buttons on your keyboard to print this screen.
 15. Select **OK** to exit to the **Update Organisation Details** screen.



[Update an organisation's officers or trustees now \(remember you will need the registry key\)](#)