

The steps to change an officer's or trustee's details online

1. Select **Maintain Organisation Details** then **Update Organisation Details** from the menu on the left of the screen.
2. If this is the first time you are using this service 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 and 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 or trustees for the selected organisation.
8. Click on the name of the officer or trustee you want to update.
9. Select an update option of **Change Officer/Trustee Details** from the drop-down list. A screen allowing you to change the officer's or trustee's details will be displayed.
10. Change the details.
11. Enter the effective date of the change (**format = dd/mm/yyyy eg. 31/12/2003**). Enter today's date or a prior date - you cannot enter a future date.
12. Select **Continue** to return to the 'Update Officer/Trustee Details' screen. The proposed update will be listed on the screen, underneath the relevant officer's or trustee's details.

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 modify 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 it is done. You can use [Ctrl] + [P] buttons on your keyboard to print this screen.
15. Select **OK** to return to the 'Update Organisation Details' screen.



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