

## Update organisation details online

- Any information recorded in this module will be available for display on the public web site as soon as you select the Submit Changes button.
- You will need your registry key to update address details online. [Learn more about registry keys.](#)
- You do not need to be a registered user to update address details online but it can speed things up if you are completing several different updates online. If you have not logged on as a registered user, a 'Logon' screen will be displayed - simply select Continue to proceed as a casual user.

## The steps to updating organisation 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.  
Select the Update button next to the Organisation Details heading. You can now update the following details:
  - AGM month | Use the pick list to select the month of your AGM.
  - Organisation purpose | Use the text box to enter information about the purpose of your organisation.
  - Public phone number | Enter the phone number that you want to have displayed on the public website.
  - Public email address | Enter the email address that you would like to have displayed on the public website.
  - Website | Enter the URL of any website maintained by your organisation.
8. Select the Submit Changes button. The registry will be updated with your changes immediately and you will see a confirmation screen once this is done. To print a copy of this confirmation screen select [Ctrl] + [P] on your keyboard.
9. Select OK to return to the 'Update Organisation Details' screen.
10. If you need to, you can choose to update the organisation addresses or organisation officers/trustees now. Otherwise select Exit to return to the 'Maintain Organisation Details' menu.



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