

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 'Lagon' 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 \(remember you will need the registry key\)](#)