

Updating and editing Organisation Address Details

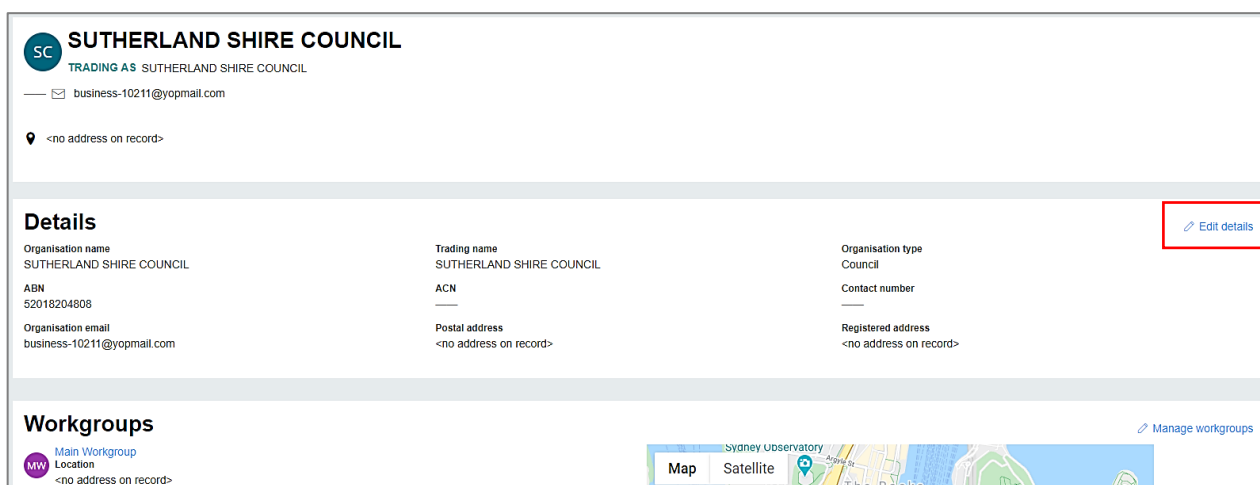
Administration - Organisational Management

Administrators can edit or update an address, phone or contact details within their organisation.

The following fields are read-only once the Organisation has been created and can not be changed by anyone other than a Super Admininstator:

- Organisation type
- Organisation name
- ABN/ACN
- Trading Name.

1. On the homepage Details section of the screen, **click** Edit Details.



SUTHERLAND SHIRE COUNCIL
TRADING AS SUTHERLAND SHIRE COUNCIL
business-10211@yopmail.com
<no address on record>

Details [Edit details](#)

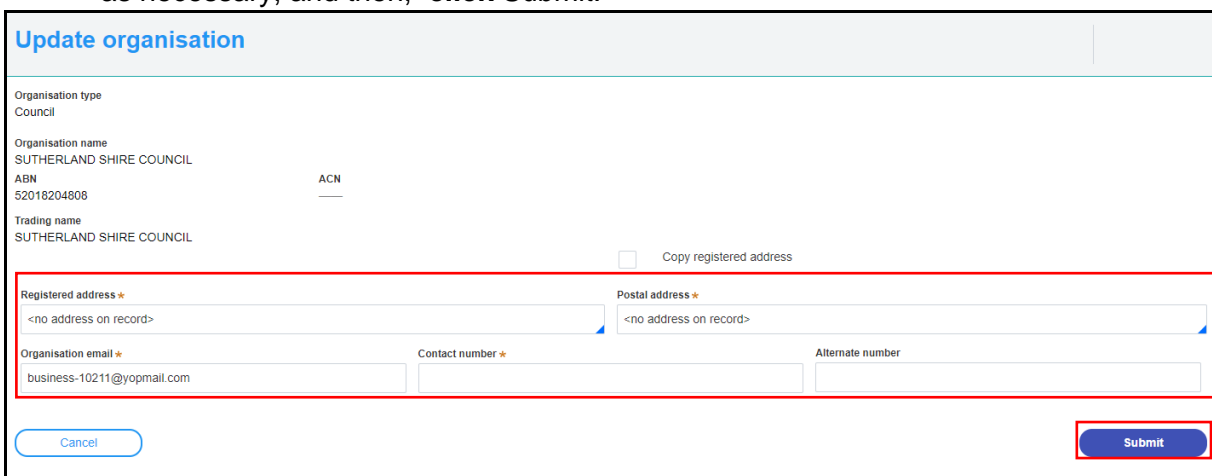
Organisation name SUTHERLAND SHIRE COUNCIL	Trading name SUTHERLAND SHIRE COUNCIL	Organisation type Council
ABN 52018204808	ACN ---	Contact number ---
Organisation email business-10211@yopmail.com	Postal address <no address on record>	Registered address <no address on record>

Workgroups [Manage workgroups](#)

Main Workgroup Location
<no address on record>

Map Satellite Sydney Observatory The Rocks

2. Update your Registered address, Postal Address, Organisation email or Contact number as necessary, and then, **click** Submit.



Update organisation

Organisation type
Council

Organisation name
SUTHERLAND SHIRE COUNCIL

ABN
52018204808

ACN

Trading name
SUTHERLAND SHIRE COUNCIL

Copy registered address

Registered address *
<no address on record>

Postal address *
<no address on record>

Organisation email *
business-10211@yopmail.com

Contact number *

Alternate number

Cancel **Submit**

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Administration - Organisational Management

Note: All fields indicated with a red asterisk (*) are mandatory and all other fields are ready-only.

End of Steps

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