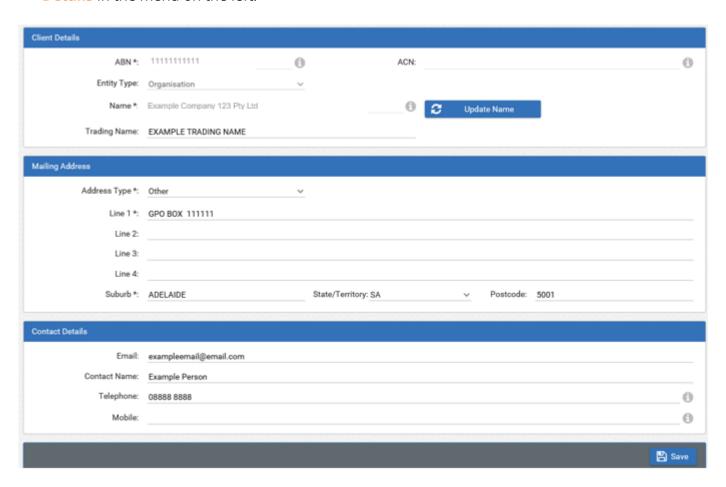1. To update details for an organisation, including mailing address and contact details, click on **Update Details** in the menu on the left.

2. Update the required information and then click on the **Save** button.