



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

Client Details

ABN #: 11111111111 i ACN: i

Entity Type: Organisation v

Name *: Example Company 123 Pty Ltd i ↻ Update Name

Trading Name: EXAMPLE TRADING NAME

Mailing Address

Address Type *: Other v

Line 1 *: GPO BOX 111111

Line 2:

Line 3:

Line 4:

Suburb *: ADELAIDE State/Territory: SA v Postcode: 5001

Contact Details

Email: exampleemail@email.com

Contact Name: Example Person

Telephone: 08888 8888 i

Mobile: i

Save

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