



# Update Organisational Information

## Grant Recipient Portal Task Card

### Portal Access required: Administrator

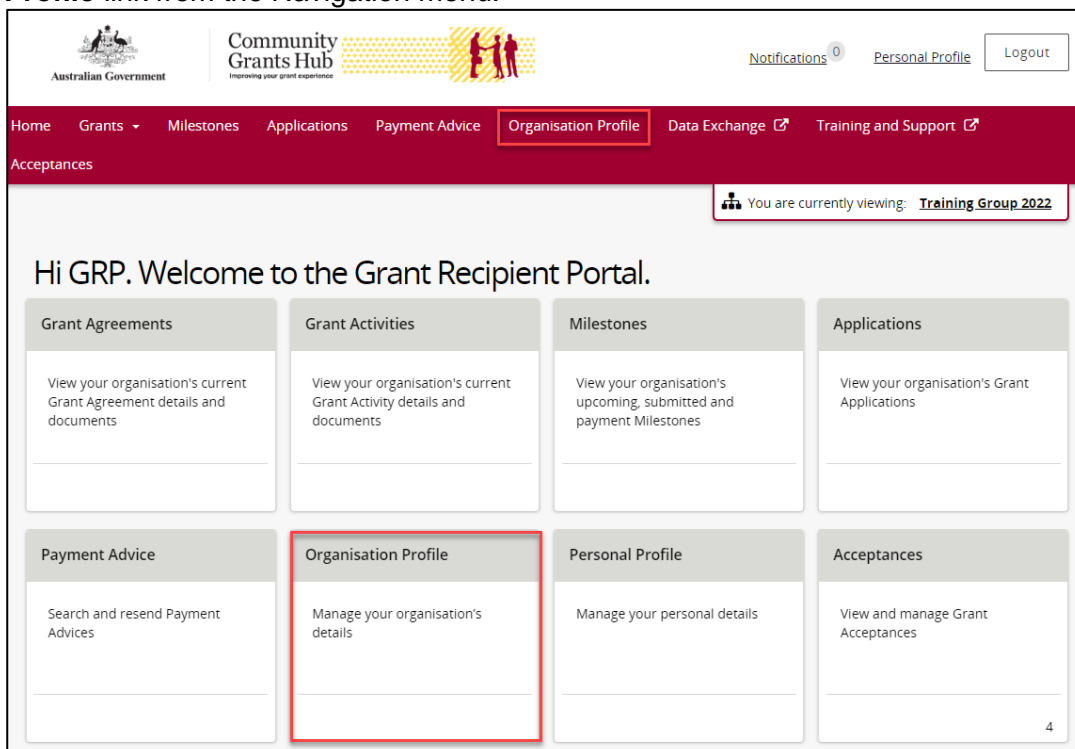
The Grant Recipient Portal (Portal) enables grant recipients to view and self-manage their organisational details through the Organisation Profile.

This task card describes the process of viewing and updating Organisational information including postal address.

## Viewing your Organisation Profile

### Step 1

From the Home screen select the **Organisation Profile** tile. Alternatively, select the **Organisation Profile** link from the Navigation menu.



The screenshot shows the Community Grants Hub interface. At the top, there's a header with the Australian Government logo, the Community Grants Hub name, and a 'Logout' button. Below the header is a navigation bar with links: Home, Grants, Milestones, Applications, Payment Advice, Organisation Profile (highlighted with a red box), Data Exchange, and Training and Support. A banner below the navigation bar says 'Acceptances' and 'You are currently viewing: Training Group 2022'. The main content area displays a welcome message 'Hi GRP. Welcome to the Grant Recipient Portal.' followed by a grid of eight tiles. The 'Organisation Profile' tile, which says 'Manage your organisation's details', is highlighted with a red box. Other tiles include Grant Agreements, Grant Activities, Milestones, Applications, Payment Advice, Personal Profile, and Acceptances.

## Step 2

The Organisation Profile menu screen displays an overview of the Organisation by default. The below information related to the Organisation can be viewed:

- Organisation ID
- Organisation name
- Legal name
- ABN
- Business address
- Phone
- General email
- Financial email
- Web address

You are here: [Home](#) / [Organisation Profile](#)

**Organisation profile menu**

- Organisation details
- Postal address
- Staff
- Bank accounts

### Organisation details

Organisation details can be updated if you are an Administrator

Organisation ID: 4-DQTB8NB	Organisation name: Training Group 2020	Legal name: Training Group 2020
ABN: 36342015855	Business address: Sir Keith Campbell Centre 15 Bowes E	Phone: 02 0000 0000
General email: tg2020test@test.dss.gov.au	Financial email: TG2020Test@test.dss.gov.au	Web address: 

Update

## Updating your Organisational Information

### Step 3

Under the Organisation details screen select **Update** to edit Organisation details.

You are here: Home / Organisation Profile

Organisation profile menu

- Organisation details
- Postal address
- Staff
- Bank accounts

### Organisation details

Organisation details can be updated if you are an Administrator

Organisation ID: 4-DQTB8NB	Organisation name: Training Group 2020	Legal name: Training Group 2020
ABN: 36342015855	Business address: Sir Keith Campbell Centre 15 Bowes St PHII	Phone: 02 0000 0000
General email: tg2020test@test.dss.gov.au	Financial email: TG2020Test@test.dss.gov.au	Web address:

Update

### Step 4

The following Organisation details can be changed:

- General email
- Phone number
- Financial email
- Web address

**Note:** All other fields are linked to the ABN and cannot be changed through the Portal. To have these fields updated contact your Funding Arrangement Manager. If unsure whom this is, refer to the Grant Activity details screen.

## OFFICIAL

### Organisation details

Your organisation's name, legal name, ABN and business address are populated from the Australian Business Register. Please contact your Funding Arrangement Manager to update this information.

Organisation ID:

4-DQTB8NB

Organisation name:

Training Group 2020.

Legal name:

Training Group 2020

ABN:

36342015855

Business address:

Sir Keith Campbell Centre 15 Bow

Phone:

02 0000 0000

General email:

tg2020test@test.dss.gov.au

Financial email:

TG2020Test@test.dss.gov.au

Web address:

[Discard changes and return](#)

**Save and return**

### Step 5

Select **Save and return** when complete.

### Organisation details

Your organisation's name, legal name, ABN and business address are populated from the Australian Business Register. Please contact your Funding Arrangement Manager to update this information.

Organisation ID:

4-DQTB8NB

Organisation name:

Training Group 2020

Legal name:

Training Group 2020

ABN:

36342015855

Business address:

Sir Keith Campbell Centre 15 Bowes St PHILLIP AC

Phone:

02 0000 0000

General email:

tg2020test@test.dss.gov.au

Financial email:

TG2020Test@test.dss.gov.au

Web address:

[Discard changes and return](#)

**Save and return**

## Updating the Postal Address

### Step 6

Select **Postal address** on the Organisation profile menu.

The screenshot shows the 'Organisation profile menu' on the left with 'Postal address' highlighted. The main area displays the 'Postal address' section with a table of addresses and an 'Update postal address' button.

Address	State/Province	Postcode	Country	Status
9/260 Elizabeth Street, SURRY HILLS, NSW	NSW	2010		
Department Of Social Services 71 Athlon Drive, GREENWAY, ACT	ACT	2900		

### Step 7

The Postal address screen will display. Select **Update postal address** to update the address.

The screenshot shows the 'Postal address' screen with a table of addresses and an 'Update postal address' button highlighted.

Address	State/Province	Postcode	Status
Athlon Dr, GREENWAY,	ACT	2900	Active

### Step 8

An auto-complete box appears. When typing the new address, options will appear in a list.

Select the correct address from the drop down, select **Save** when complete.

If the correct address does not appear in the list of options, select **I don't see my address** and proceed to the next step.

The screenshot shows the 'Add address' form with an auto-complete dropdown and an 'I don't see my address' button highlighted.

Please enter the full address below \*:

76 Athl

- 76 Athlon Drive Greenway ACT 2900
- 76 Athol Road Kudla SA 5115
- 76 Athol Street Moonee Ponds VIC 3039
- 76-78 Athol Road Springvale South VIC 3172

**I don't see my address**

## Step 9

A pop-up box will appear allowing the address to be manually entered. Mandatory fields are marked with a red asterisk. Select **Save** when complete.

Add address

Field marked with \* are mandatory.

Search again

Building / Floor:

Street / PO Box \*:

Suburb / Town \*:

State:  

Please Select

Postcode:

Discard changes and close

Save

## Need Help?

For further assistance, contact the Grant Recipient Portal Helpdesk:

**Email:** [GRP.Helpdesk@communitygrants.gov.au](mailto:GRP.Helpdesk@communitygrants.gov.au)

**Phone:** 1800 020 283 (Option 5)

**Operating Hours:** Monday to Friday 9:00am – 5:00pm (AEST/AEDT)