



Update Organisational Information

Grant Recipient Portal Task Card

Portal Access required: Administrator

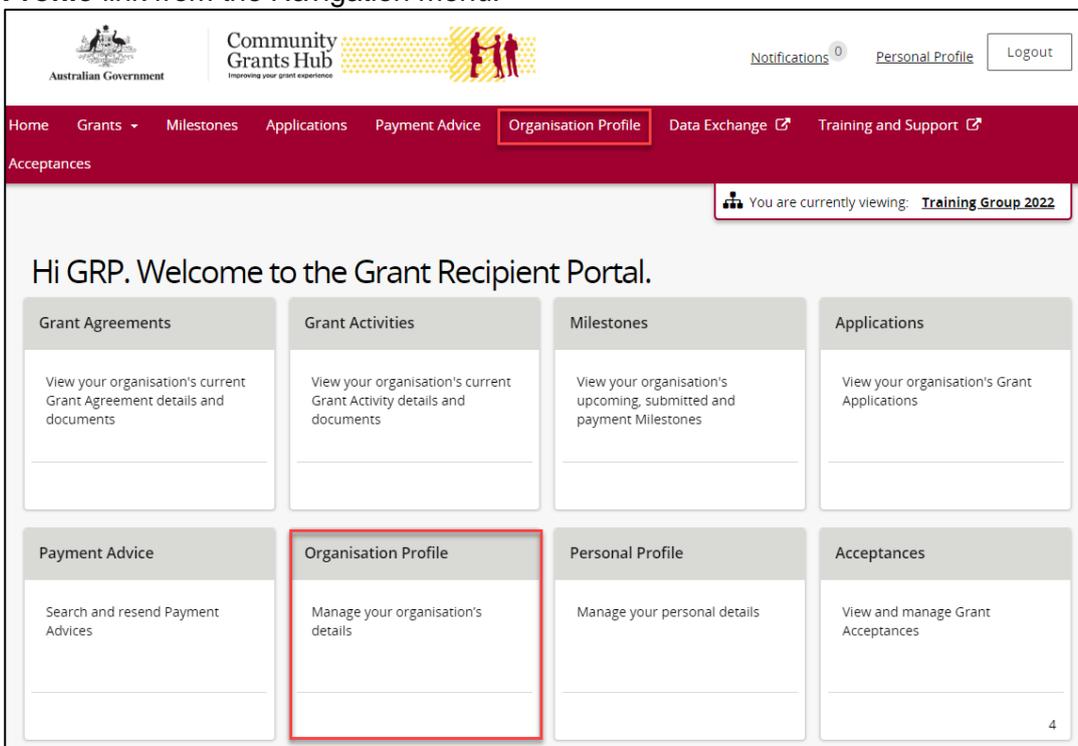
The Grant Recipient Portal (Portal) enables grant recipients to view and self-manage their organisational details through the Organisation Profile.

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 Grant Recipient Portal interface. At the top, there is a header with the Australian Government logo, the Community Grants Hub logo, and navigation links for Notifications (0), Personal Profile, and Logout. Below the header is a navigation menu with links for Home, Grants, Milestones, Applications, Payment Advice, Organisation Profile (highlighted with a red box), Data Exchange, and Training and Support. The main content area displays a welcome message: "Hi GRP. Welcome to the Grant Recipient Portal." Below this, there is a grid of eight tiles. The "Organisation Profile" tile, which says "Manage your organisation's details", is highlighted with a red border. Other tiles include Grant Agreements, Grant Activities, Milestones, Applications, Payment Advice, Personal Profile, and Acceptances. A notification at the top right of the main content area indicates "You are currently viewing: Training Group 2022".

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:	Organisation name:	Legal name:
4-DQTB8NB	Training Group 2020	Training Group 2020
ABN:	Business address:	Phone:
36342015955	Sir Keith Campbell Centre 15 Bowes S	02 0000 0000
General email:	Financial email:	Web address:
tg2020test@test.dss.gov.au	TG2020Test@test.dss.gov.au	

[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.

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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 Box	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 in a red box. The main content area shows 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 Athllon 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 the 'Update postal address' button highlighted in a red box. The table below shows the current address.

Address	State/Province	Postcode	Status
Athllon 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 menu. The dropdown list includes several address options, with the first one highlighted in a red box. A 'Save' button is visible on the right, and a link 'I don't see my address' is at the bottom.

Please enter the full address below *:

76 Athll

- 76 Athllon 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](#)

Save

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 x

Field marked with * are mandatory.

Search again

Building / Floor:

Street / PO Box *:

Suburb / Town *:

State:

Postcode:

[Discard changes and close](#) **Save**

Need Help?

For further assistance, contact the Grant Recipient Portal Helpdesk:

Email: GRP.Helpdesk@communitygrants.gov.au

Phone: 1800 020 283 (Option 5)

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