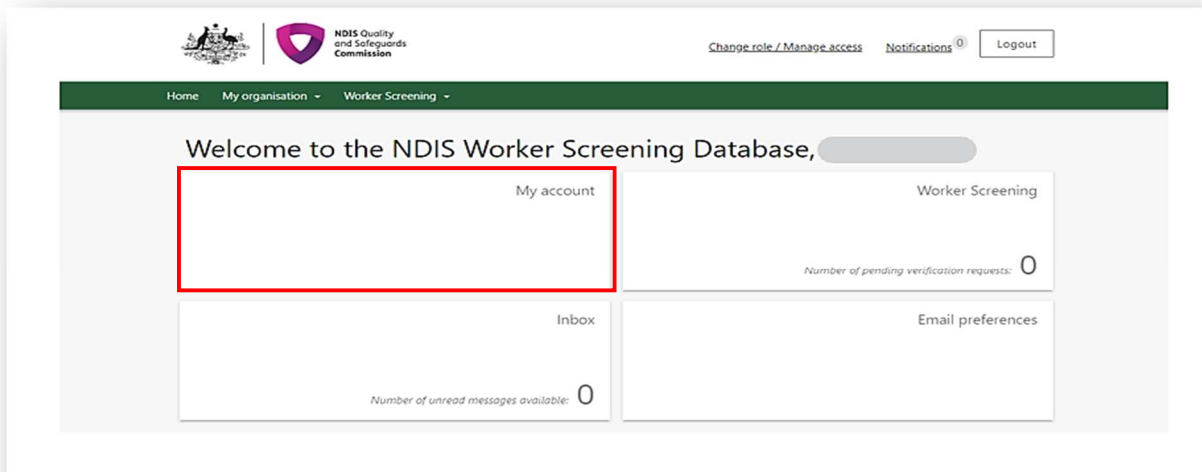


## Update account information

Role required: **Worker Screening for Organisations**

- Add or update key contacts
- Change of business information
- Change email preferences

Click on **My account**.



## Add or change key contacts

Role required: **Worker Screening for Organisations**

To **Update** or **Add Key Contacts**, click **Key Contacts** > click **Actions** > select **Update**

You can also **Add** a new worker as a **Key Contact** on this screen.

The screenshot displays the NDIS Worker Screening interface for an employer account. The left sidebar shows the 'Employer account' section with a 'Key contacts' link highlighted by a red arrow. The main content area is titled 'Key contacts' and includes a note about recording the organisation's key contacts. Below this, there is a 'Primary contact' form with fields for First name, Last name, Email address, and Phone number. A table of 'Contacts' is shown with columns for Primary, First name, Last name, Email address, Phone number, and Status. The table contains one entry with 'Primary' set to 'Yes' and 'Status' set to 'Active'. A red box highlights the 'Actions' dropdown menu for this entry, which includes an 'Update' option. Below the table, there is a 'Workers' section with an 'Add' button highlighted by a red arrow.

## Change of business information

Role required: **Worker Screening for Organisations**

Organisation business name > **Update**

Organisation details > **Update**

Organisation address > **Add**

**Employer account**

Employer ID: [redacted]  
 Employer status: Active  
 ABN: [redacted]  
 Legal name: [redacted]  
 Employer sector: Disability

**Account details**

**About account**

Employer ID: [redacted]	Employer status: Active	Status last updated: dd/mm/yyyy H:mm 04/01/2022 10:37:50 AM
Employer sector: Disability	Account start date: dd/mm/yyyy 04/01/2022	Account end date: dd/mm/yyyy 04/01/2121

**Organisation business name** Update

Business name:  
HERRING, JACQUELINE ANN

**Organisation details** Update

Australian Business Number (ABN): [redacted] Party type: Sole Trader

Legal name: [redacted]

Australian Company Number (ACN): [redacted]

GST registered: No Registered as a charity with the Australian Charities and Not-for-profit Commission: No

**Business contact details**

Email address: [redacted] Phone number: [redacted] Fax number: [redacted]

Website: [redacted]

**Organisation address** Add

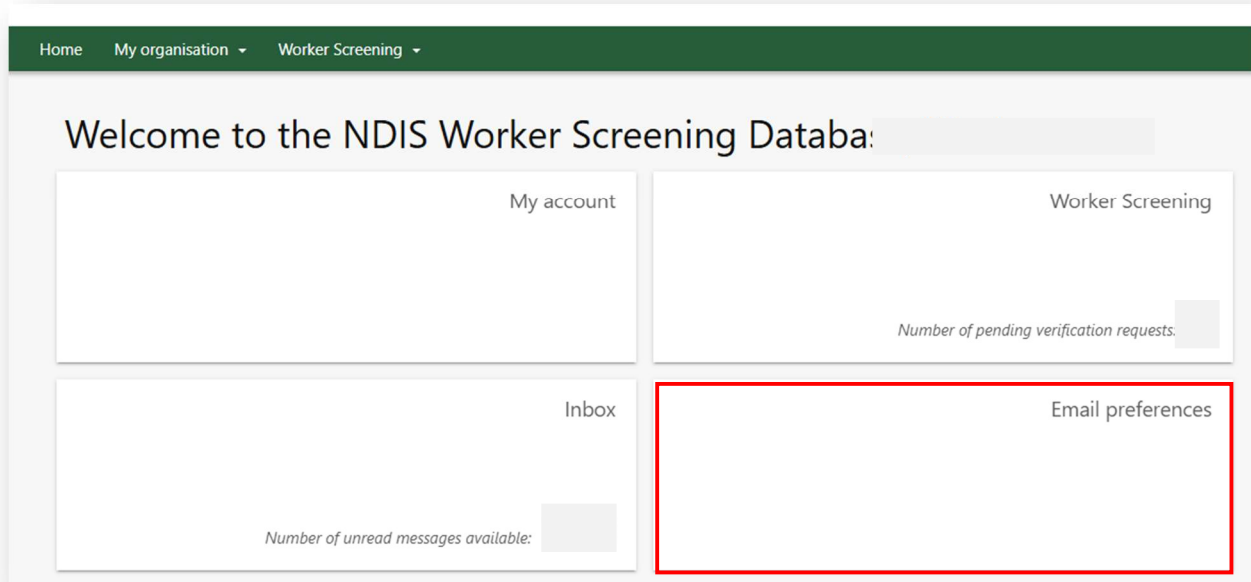
Add the organisation's current physical address.

Address	Address type	Status	Start date	End date
[redacted]	Physical	Active	15/12/2021	

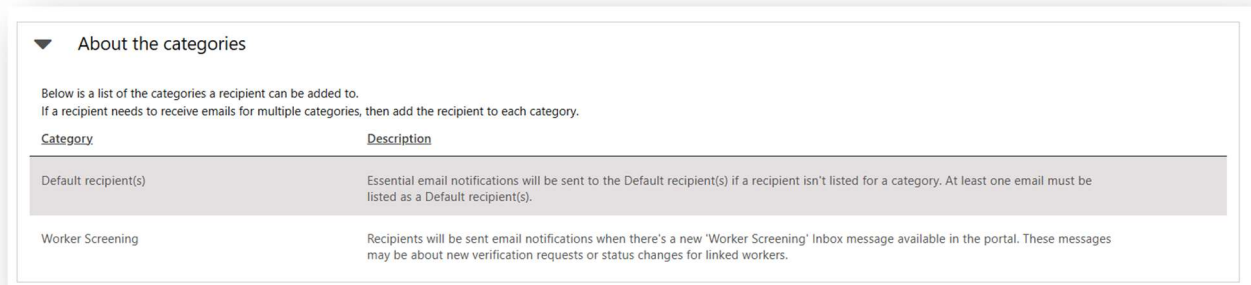
## Manage email preferences

Role required: **Worker Screening for Organisations**

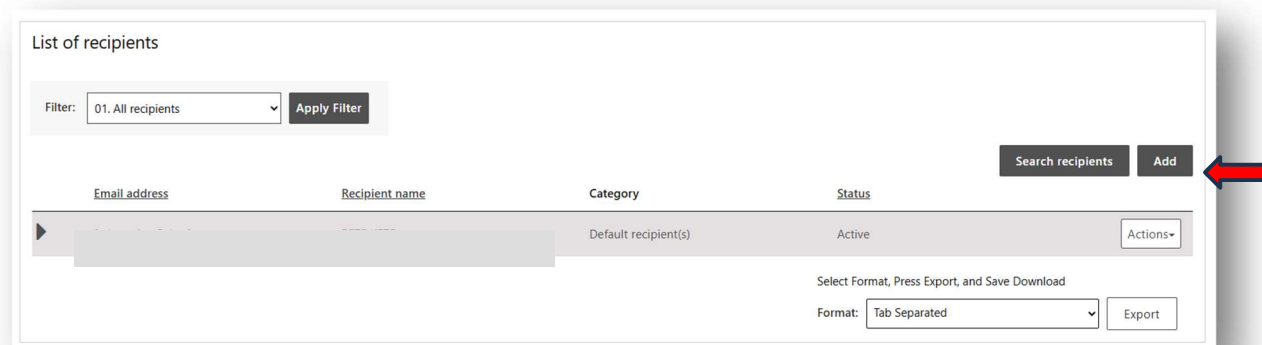
1. Select the **Email preferences** tile to manage who will receive emails, and what types of emails each person will receive from the **NDIS Quality and Safeguards Commission**.



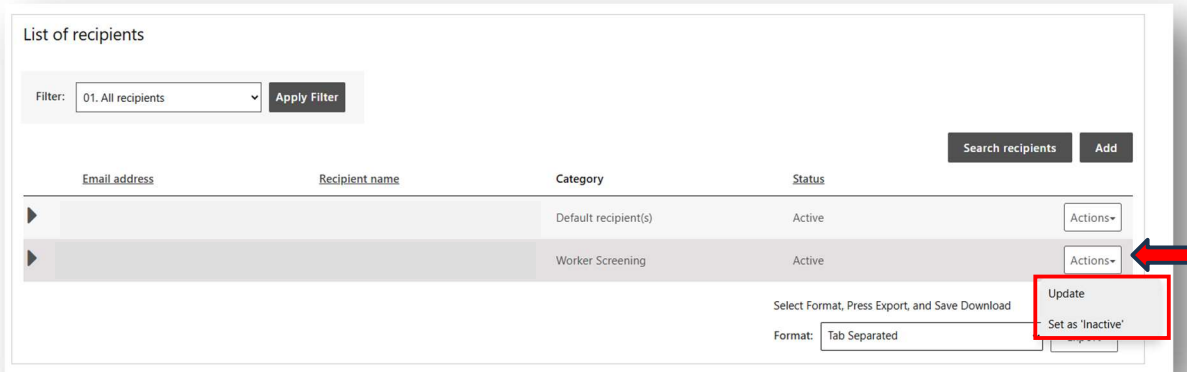
2. A list of **email categories** and **descriptions** will display at the top of the screen. This describes the categories of emails that can be received. At least one email must be listed as a Default recipient(s).



3. To add an email contact to the list, select **Add**, then enter details and choose the category of emails.



4. To **remove** an email contact, select **Actions** and **Set as 'Inactive'**.



5. To **update** the details of an email contact, e.g. change their email category, select **Action** and **Update**.

**Tip:** If a user does not already have access to the **NWSD**, updating their email preferences to include the **Worker screening** category will **not** provide the user with access to the **NWSD**. You will still need to manage the user's access by following the steps above.