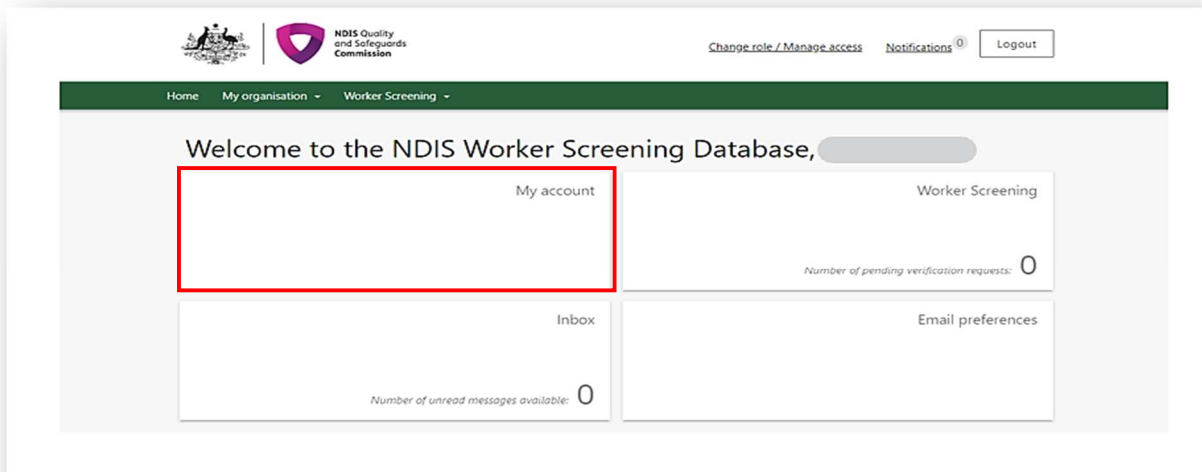# Update account information

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.

Change of business information

Role required: **Worker Screening for Organisations**

Organisation business name > **Update**

Organisation details > **Update**

Organisation address > **Add**

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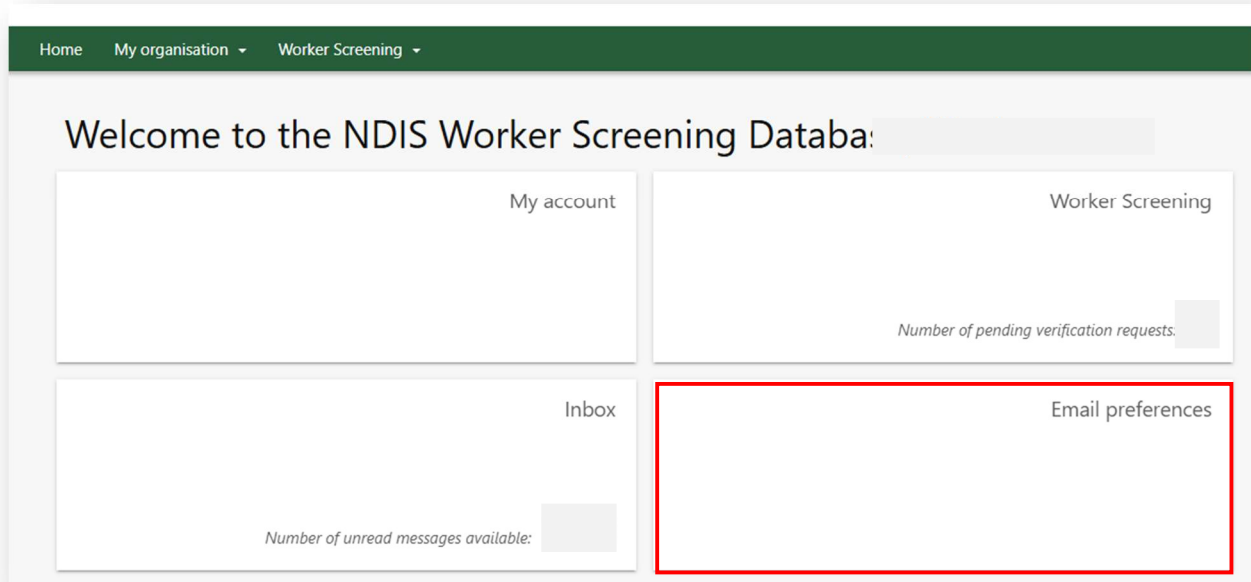
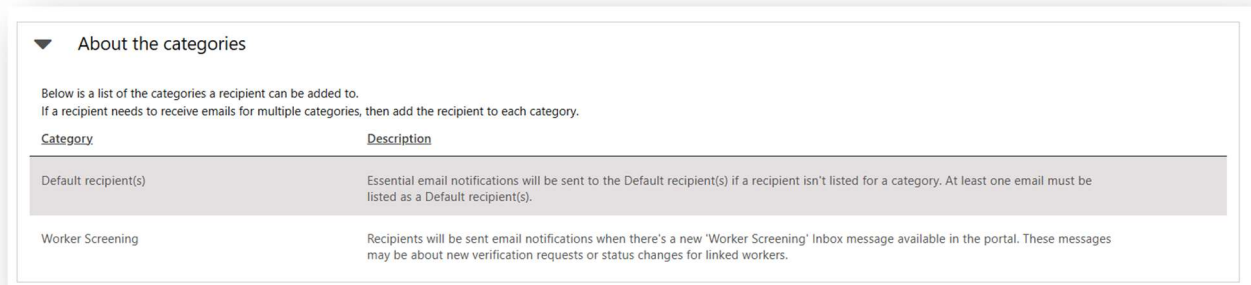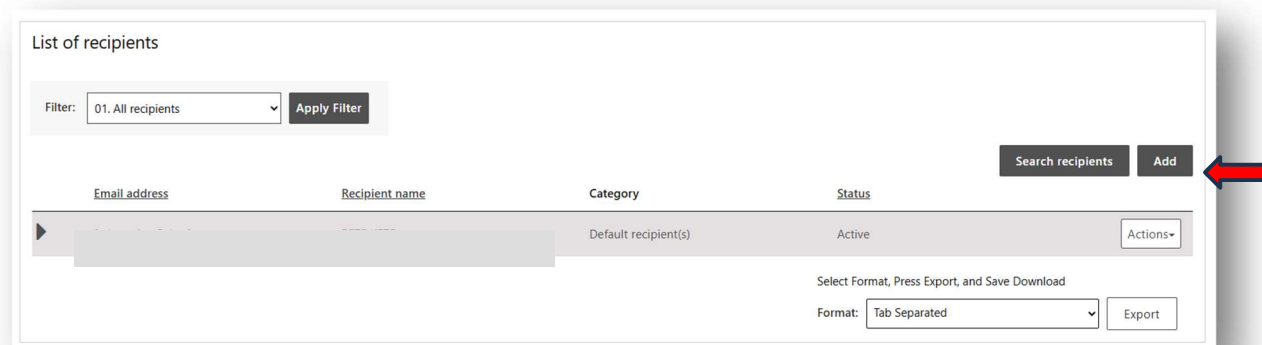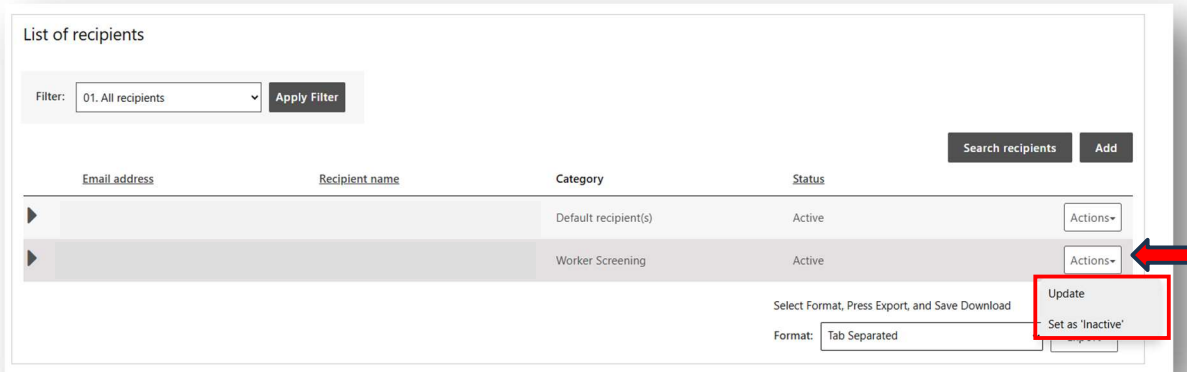2. A list of **email categories** and **descriptions** will display at the top of the screen. This describes the categories of emails that can be received. At least one email must be listed as a Default recipient(s).

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.