# Update contact details in My Registration

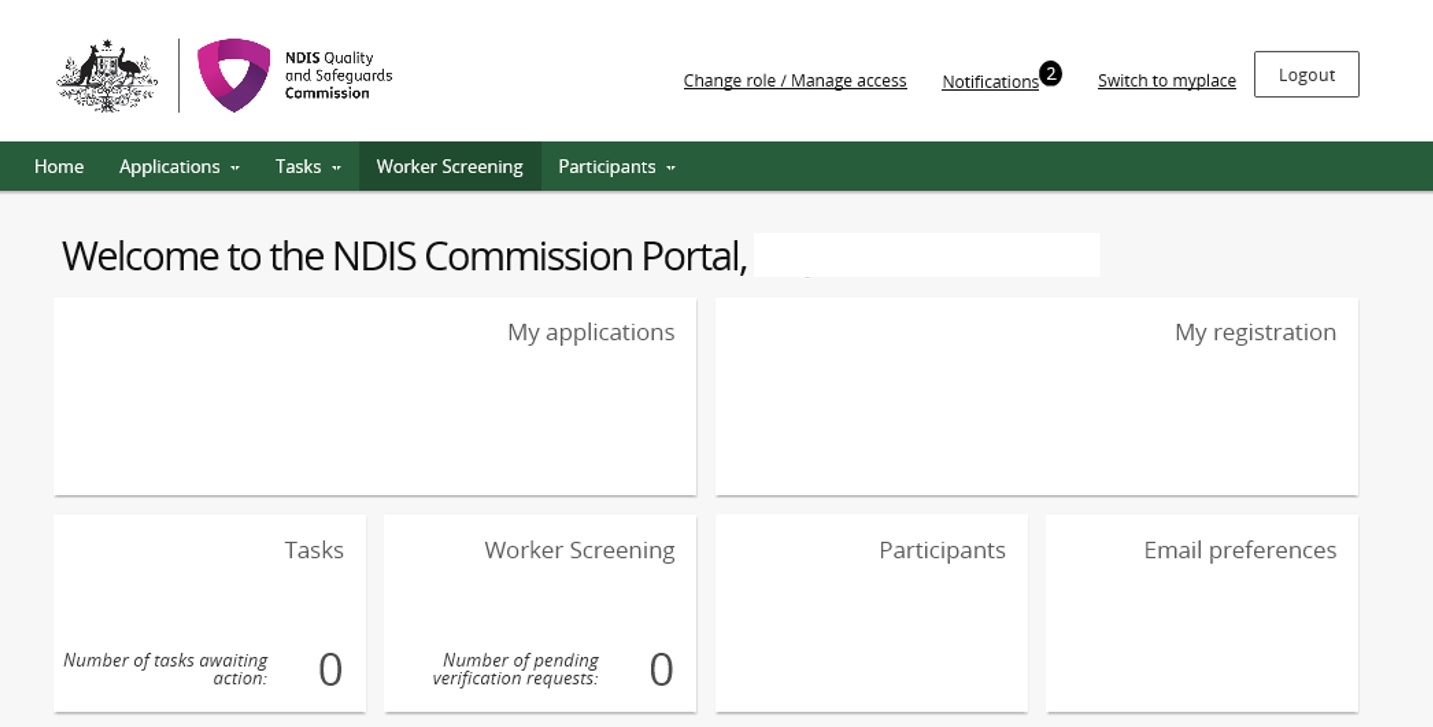
## Quick reference guide - Provider

Providers can update their own contact details in the NDIS Commission Portal. Details that can be updated include:

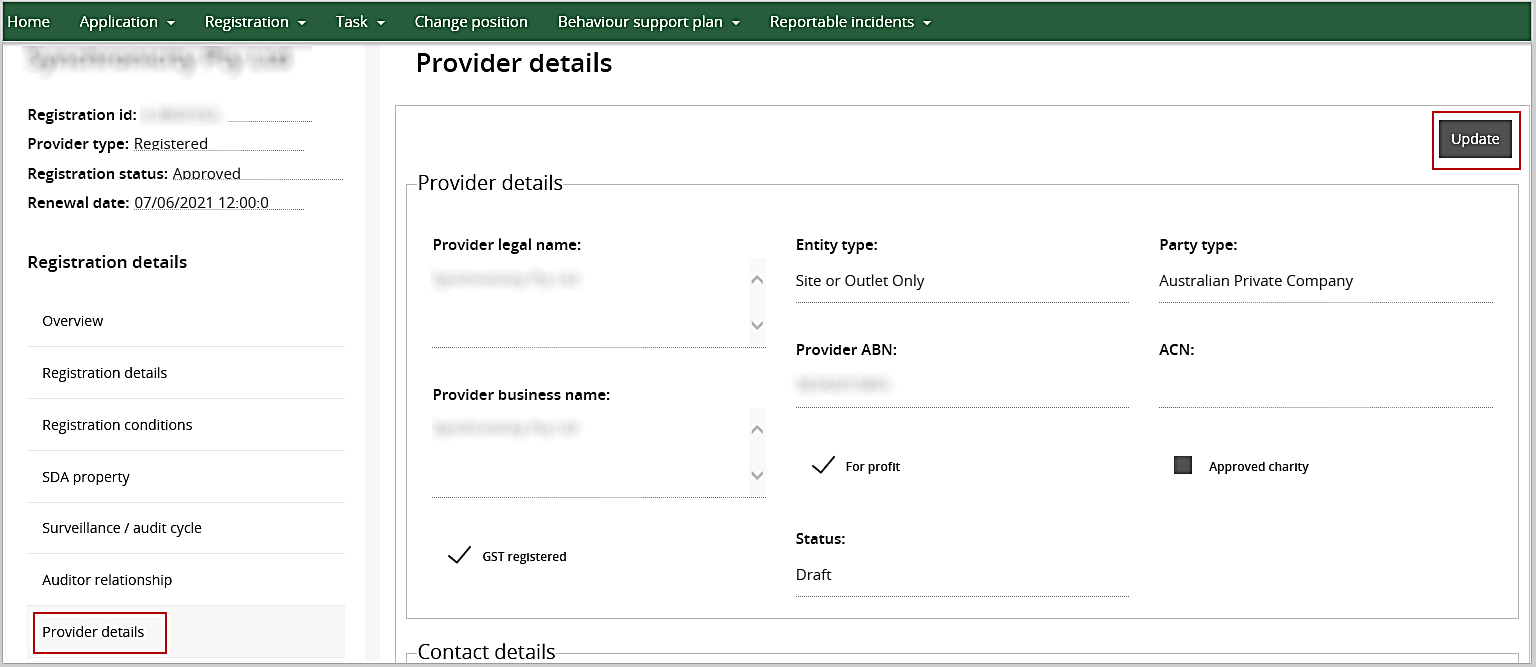
* Provider details (only ACN and trading name can be updated)
* Contact details and parent entity details
* Address details

# Step by step guide

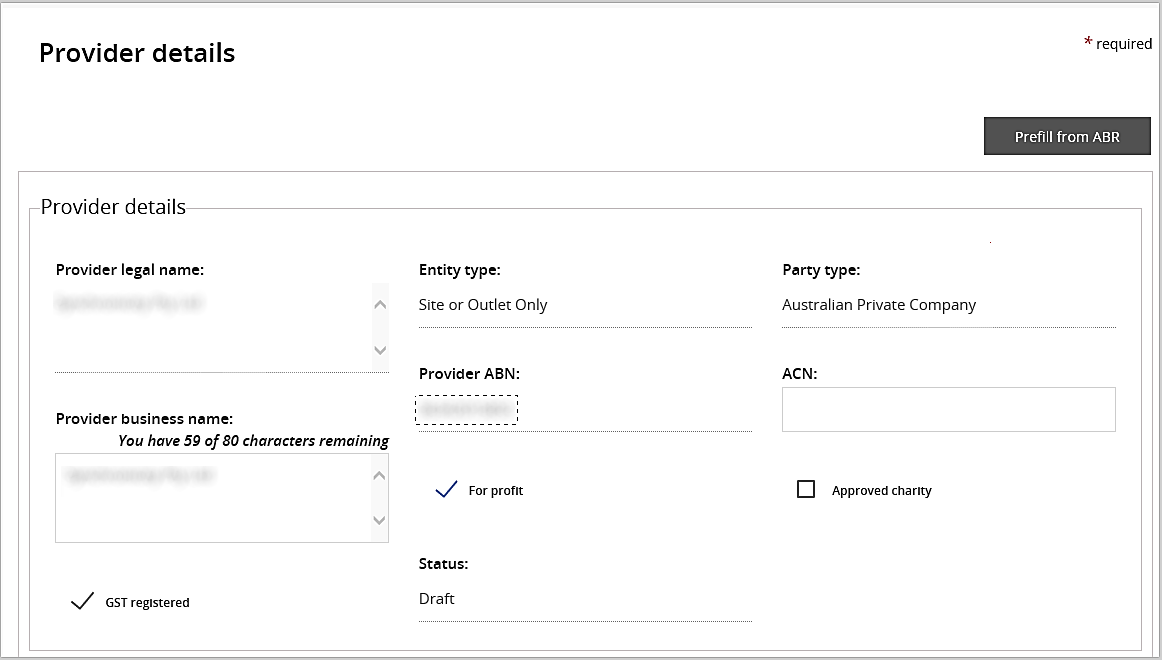
1. Login to **NDIS Commission Portal**
2. Select **My Registration from the home screen.**

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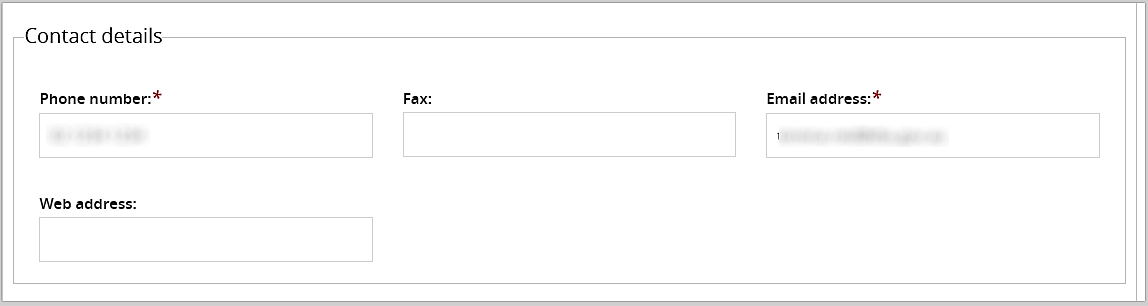
1. In the Provider details tab click Update.



Update provider business name or ACN (if needed) and click **Save.**



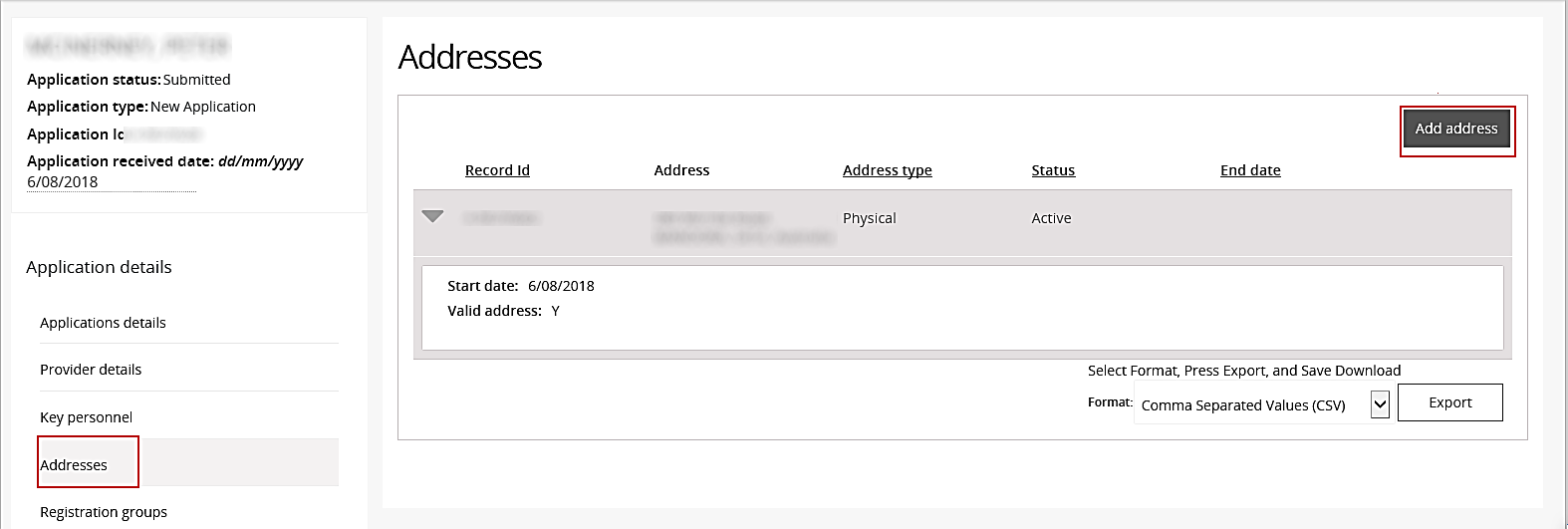
1. If required, update **Contact details** and click **Save**.



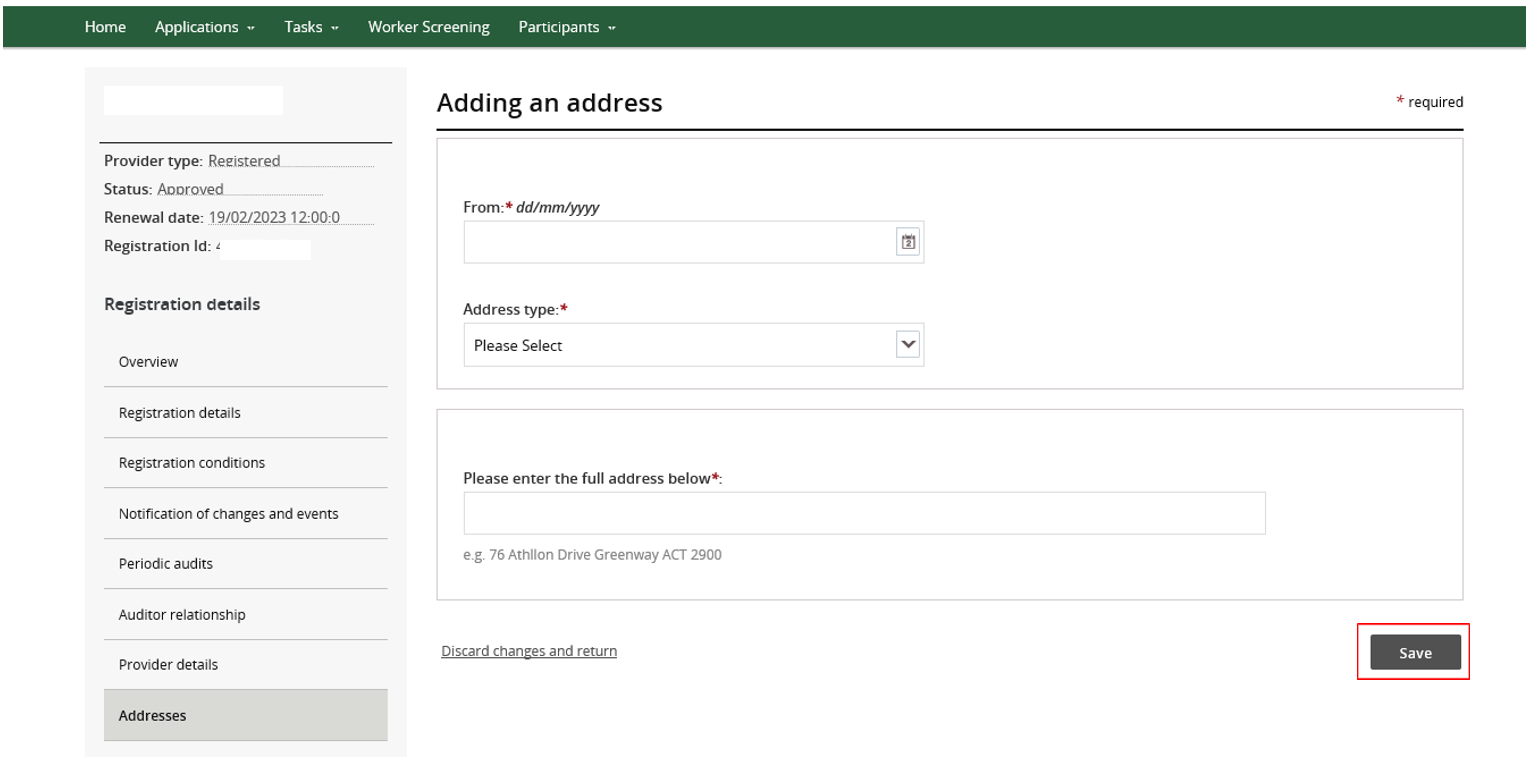
1. If required, update **Parent entity details** and click **save.**



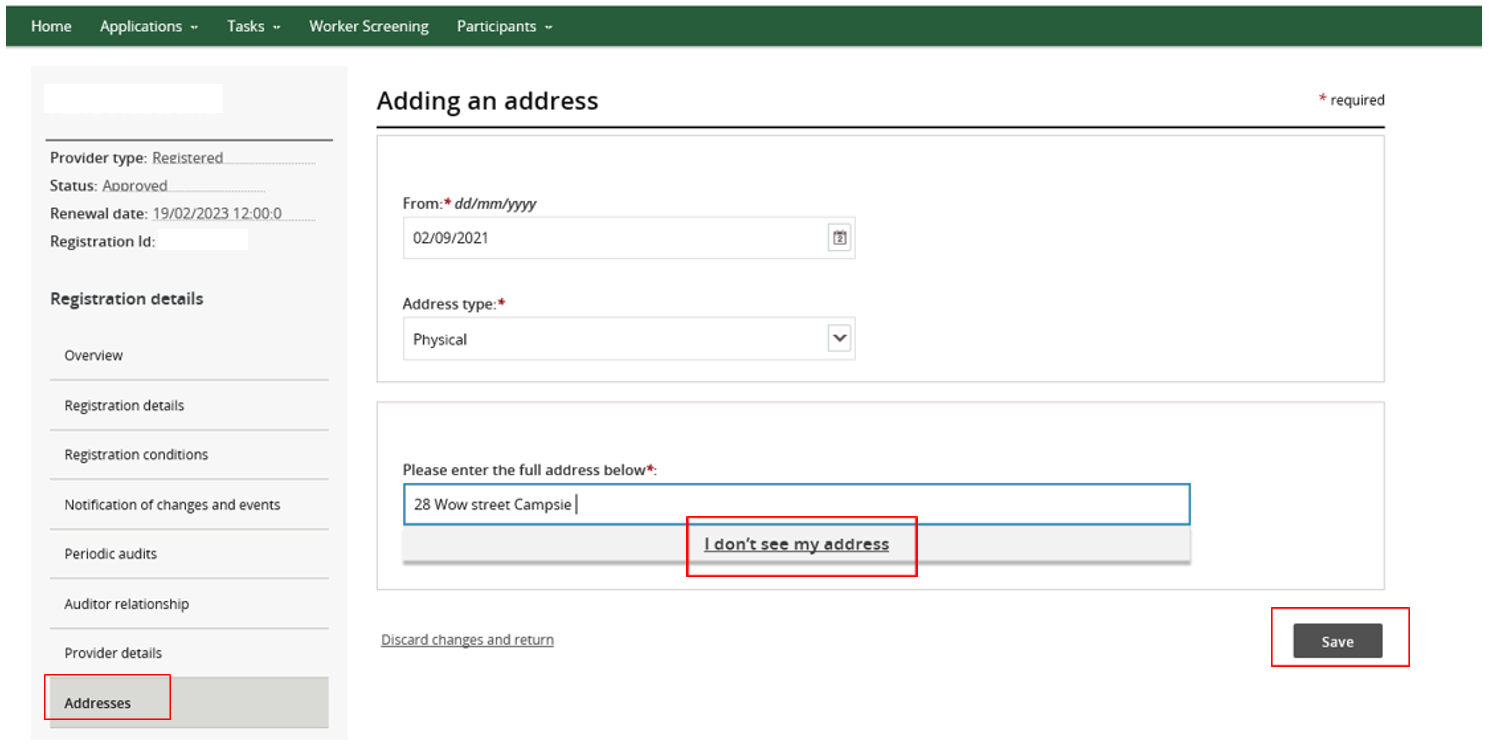
1. In **Address** tab select **Add address** button to update the address details.



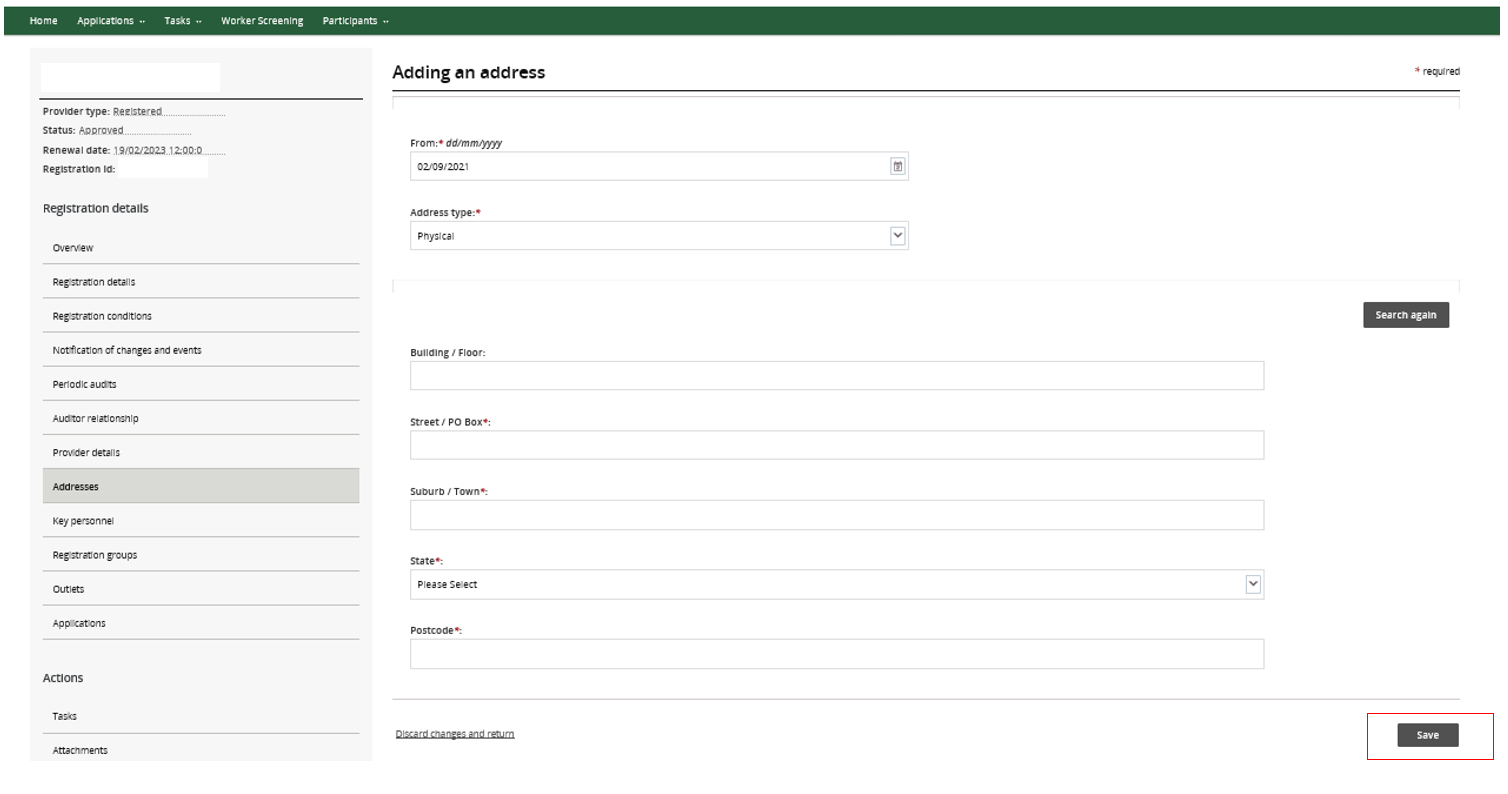
1. From the drop down menu, add the address start date and select either **postal** or **physical**. Start typing the address, select the correct address and click **Save**.



1. If address does not appear then select, **I don’t see my address** and **Save.**



More address option will appear. Complete address and select **Save**



The updated address will appear. Please note there is no availability to remove the old address however, it will become inactive in the system and the NDIS Provider Register.

End.