



Managing trading names

What access do I need?

SP Admin or DM Admin role.

What else do I need?

Ensure the trading name of the business is registered.

Getting to the search page

[Home](#)

[Manage My Business Details](#)

[Trading Names](#)

[Add new Trading Name](#)

Trading Name *

[Save](#)

[Cancel](#)

Log on to the portal. From the landing page, click on the Manage My Business Details.

Under the **Trading Names** accordion, select **Add new Trading Name**.

Enter the trading name and select **Save**.

You will receive a message confirming that the new trading name has been added.



You have successfully saved the Service Provider trading names

How to make a trading name inactive

If you are selling or transferring your business, you will need to deactivate the trading name(s) that will no longer be used.

In the **Manage My Business Details** section under **Trading Names**, select the edit symbol next to the trading name you wish to deactivate.

Trading Name ▲	Status	Edit
aExample	Active	

From the drop down menu select deactivate. A warning message will appear to remind you to amend the site details that use the trading name.

Trading Name *

Status

Warning - aExample's status has been changed to Inactive. Please check and amend the sites that use this trading name.

[Save](#)

[Cancel](#)

Select **Save**.

Again, you will receive a message confirming the details have been updated.



You have successfully saved the Service Provider trading names