



Updating your business details

What access do I need?

SP Admin role

Business details page

[Home](#)

Manage My Business Details

Service Provider Details	
Contractor Code	Code Here
DHS Contractor Code	Longer code here
ABN*	Your ABN no here
Organisation Name*	Your organisation name here
Date of Effect*	Day Month Year

Log into the portal. From the landing page click the **Manage my Business Details** button.

Service Provider Details

These details are the details on your contract. **Do not edit** this information.

If this information needs to be updated, you will need to email hearing@health.gov.au.

Contact details

You can edit your contract holder details, as well as add a primary contact and if desired, a secondary contact for your business.

Contact Details

Contract Holder

Title	<input type="text"/>
Given Name*	<input type="text"/>
Family Name*	<input type="text"/>
Contact Phone 1*	Business <input type="text"/>
Contact Phone 2	Please Select <input type="text"/>
Email Address*	<input type="text"/>
Primary contact is the contract holder	<input checked="" type="checkbox"/>
Secondary contact details	<input type="checkbox"/>

Open the **Contact Details** tab. Click **Edit**.
If required, update the contract holder's details.

Email address

The email address for the contract holder is the address that correspondence from the portal will be sent to. This includes emails such as notifications of client relocation.

Nominating a different primary contact

If the contract holder is not your primary contact for the business, please untick the Primary contact is the contract holder box.

Boxes will appear for you to enter the primary contact person's details.

Nominating a secondary contact

You can also add a secondary contact person. If you wish to do so, tick the Secondary contact details box.

Boxes will appear for you to enter the secondary contact person's details. Click **Save**.

Updating physical and postal address

Open the **Address** tab and click **Edit**. Update the physical address if required and click **Check address**. Choose whether to use the selected address, change the address or use the address as you entered it.

If your business has a different postal address, untick the Postal Address same as Business Address? Box, enter the address and Check address again. Then click **Save**.

Trading names and Practitioner links

Please see the factsheets on [managing trading names](#) and [creating or updating a practitioner link](#) for more information on these functions.