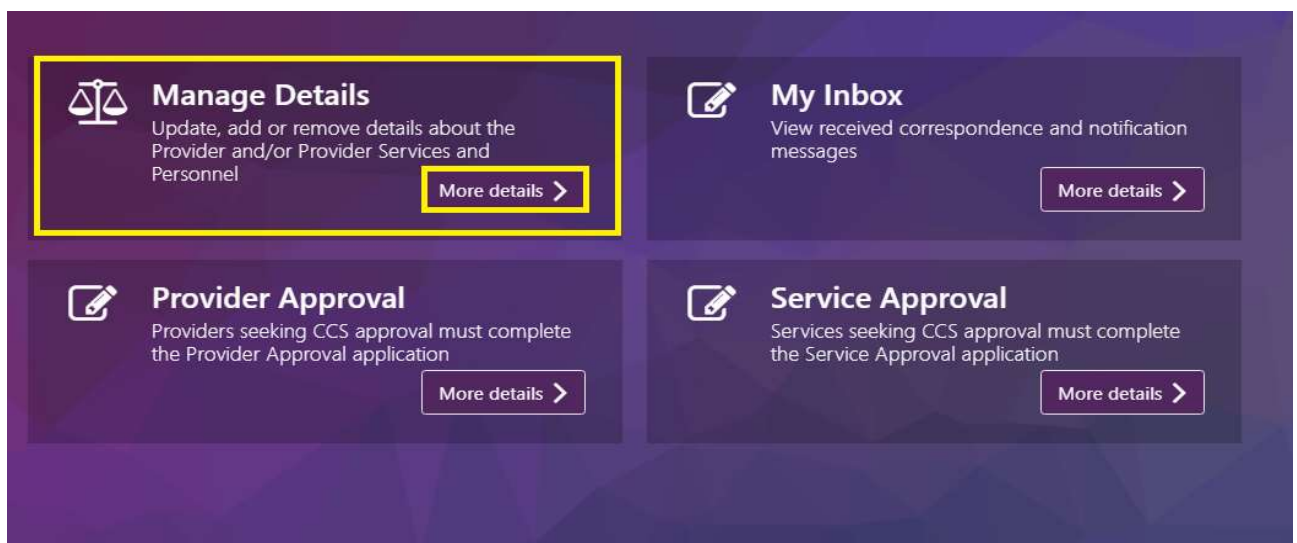




Task card

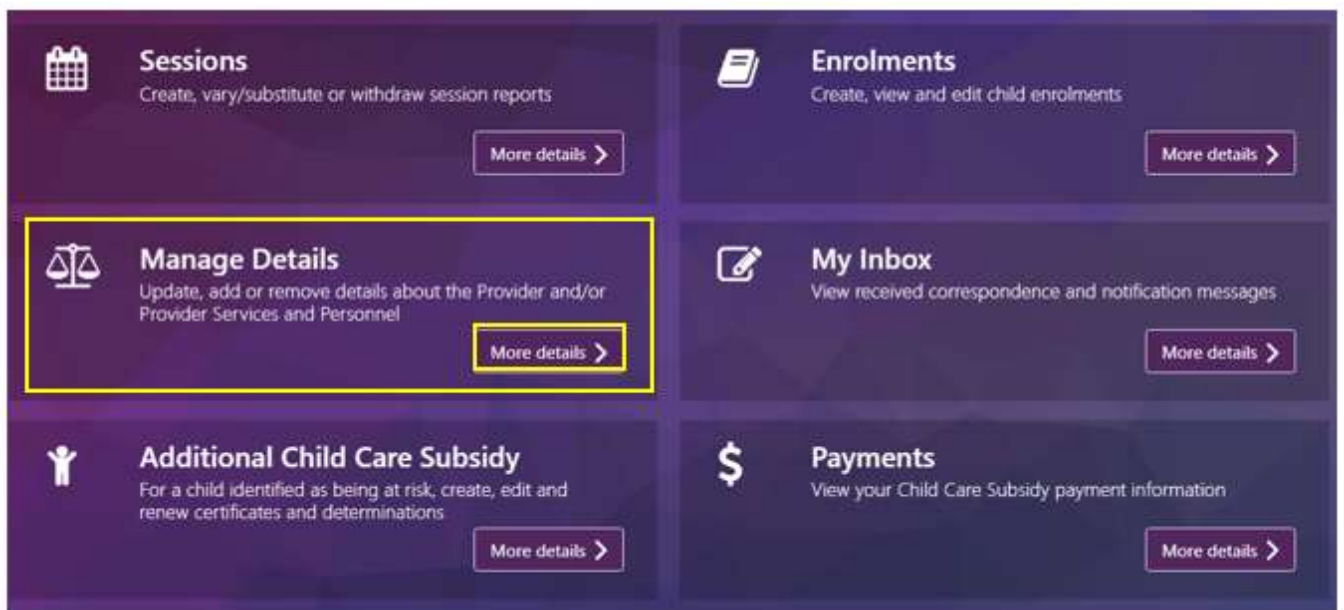
How to view and update organisation details in the Provider Entry Point

1(a) Updating Details (Provider in context)



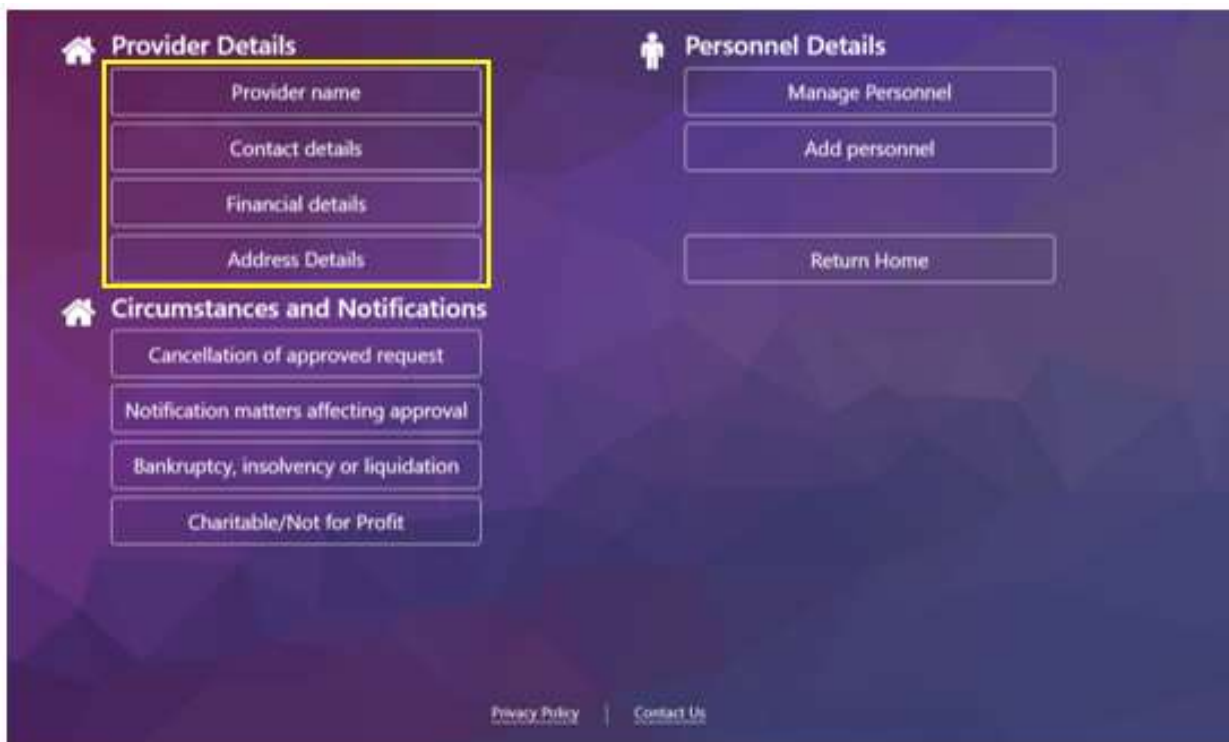
If you are a Provider, select 'More details' in the 'Manage Details' box of the Provider Entry Point (PEP).

1(b) Updating Details (Service in context)



If you are a Service, select 'More details' in the 'Manage Details' box of the PEP.

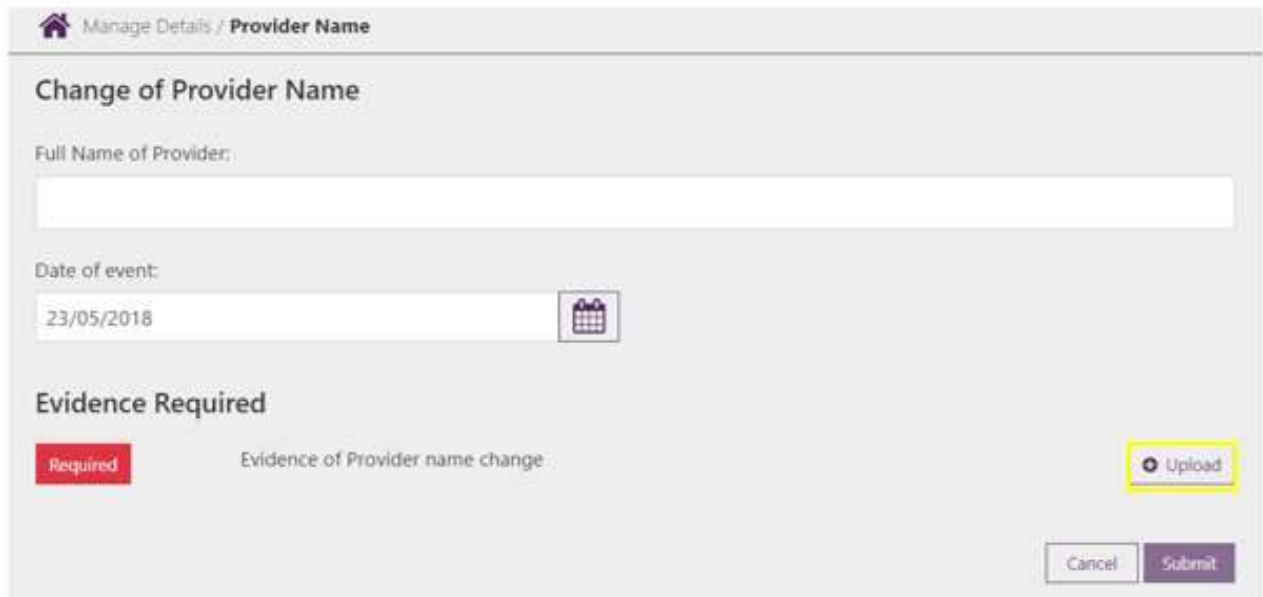
1(c) Updating Details (Provider and Service in context)



Provider Details: Select the information you wish to update:

- Provider name
- Contact details
- Financial details
- Address details

2(a) Update name details



The screenshot shows a web application interface for updating provider details. At the top, there is a breadcrumb trail: 'Manage Details / Provider Name'. The main heading is 'Change of Provider Name'. Below this, there is a form with the following fields:

- Full Name of Provider:** A large, empty text input field.
- Date of event:** A date input field containing '23/05/2018' and a calendar icon to its right.
- Evidence Required:** A section with a red 'Required' label and the text 'Evidence of Provider name change'. To the right of this text is an 'Upload' button with a circular arrow icon, which is highlighted with a yellow border.
- At the bottom right, there are two buttons: 'Cancel' and 'Submit'.

- **Full name of provider:** Insert the new details here.
- **Evidence required:** If evidence is required, it will be displayed here.
- **Upload:** Select this to upload and attach the required evidence.

2(b) Update name details – select your document

Manage Details / Provider Name

Select your document

Document type: Evidence of Provider name change

Accepted formats are: PDF, PNG, TIFF, JPG.

Total file size cannot exceed 10MB.

Please ensure all pages are in a single file.

Status	Document name	Action
✓		

Choose a file

Back

- **Status:** The status will update when evidence has been successfully added.
- **Choose a file:** Select and follow the prompts to attach evidence.

2(c) Update name details – edit evidence

Manage Details / Provider Name

Change of Provider Name

Full Name of Provider:

Date of event:
23/05/2018


Evidence Required

Done Evidence of Provider name change Edit

Cancel Submit

- **Edit:** Select 'Edit' if you need to change the evidence provided.
- **Submit:** Select 'Submit' to confirm changes.

2(d) Update name details – receipt



Manage Details / **Provider Name**

Receipt

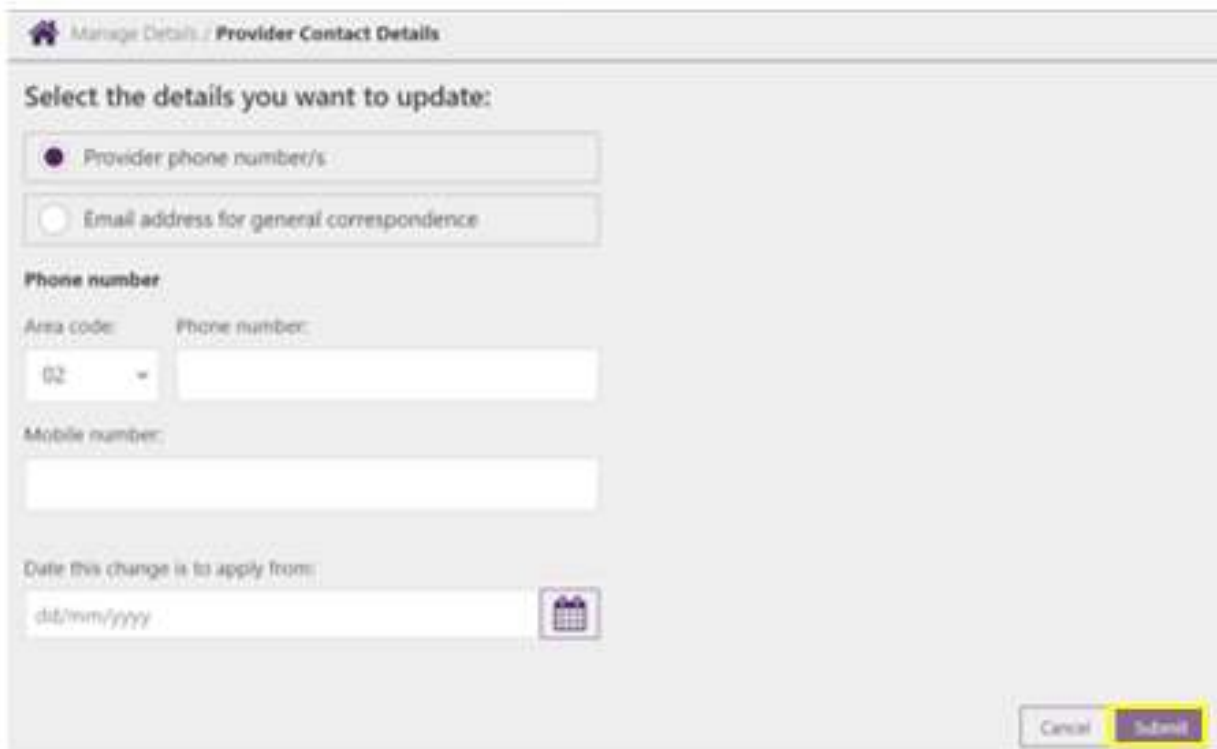
Your Provider Name details have been received.

Provider Name:
Date of Event:
Submitted by:
Submitted on:
Time:

[Return Home](#) [Continue](#)

Receipt: A receipt will present upon submission.

3(a) Update contact details



Manage Details / **Provider Contact Details**

Select the details you want to update:


Provider phone number/s

Email address for general correspondence

Phone number

Area code: Phone number:

Mobile number:

Date this change is to apply from: 

[Cancel](#) [Submit](#)

- **Select the details you want to update:** Select the relevant change you want to make and follow prompts to update information. You can choose the following options:
 - Provider phone number/s
 - Email address for general correspondence
- **Submit:** Select 'submit' to confirm changes. A receipt will be generated confirming the changes have been applied.

4(a) Update financial details

Manage Details / Provider Financial Details

Change of Bank Account Details

BSB: Account Number:

Account Name:

Date of previous event: 18/06/2018
Date of current event: 03/07/2018

Apply this change to:

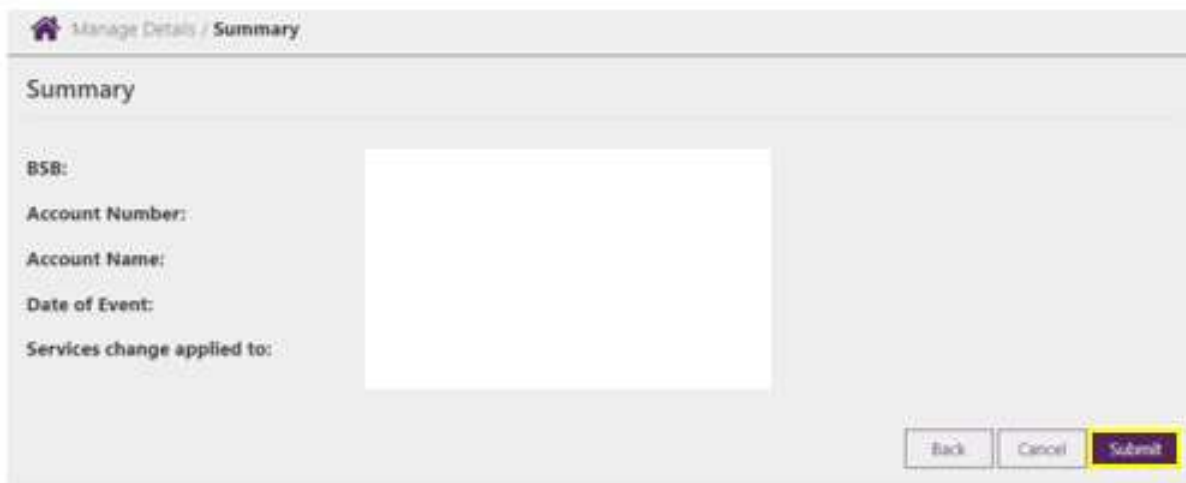
All Services Selected Services

Approved Services
Select the Services that the change of bank details will be applied:

Name of approved service	Service ID	Select
<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

- **Date of current event:** Note that a change of bank account can only apply from the current date.
- **Apply this change to:** If you are a Provider select where you want the change applied to. Note that the following questions will not display if you are a Service.
- **Name of approved service:** If you are a Provider and 'Selected Services' is chosen, you will need to confirm which service/s you want to apply the changes to. You can do this by searching for a service individually or by choosing from the list presented and ticking the box on the right.

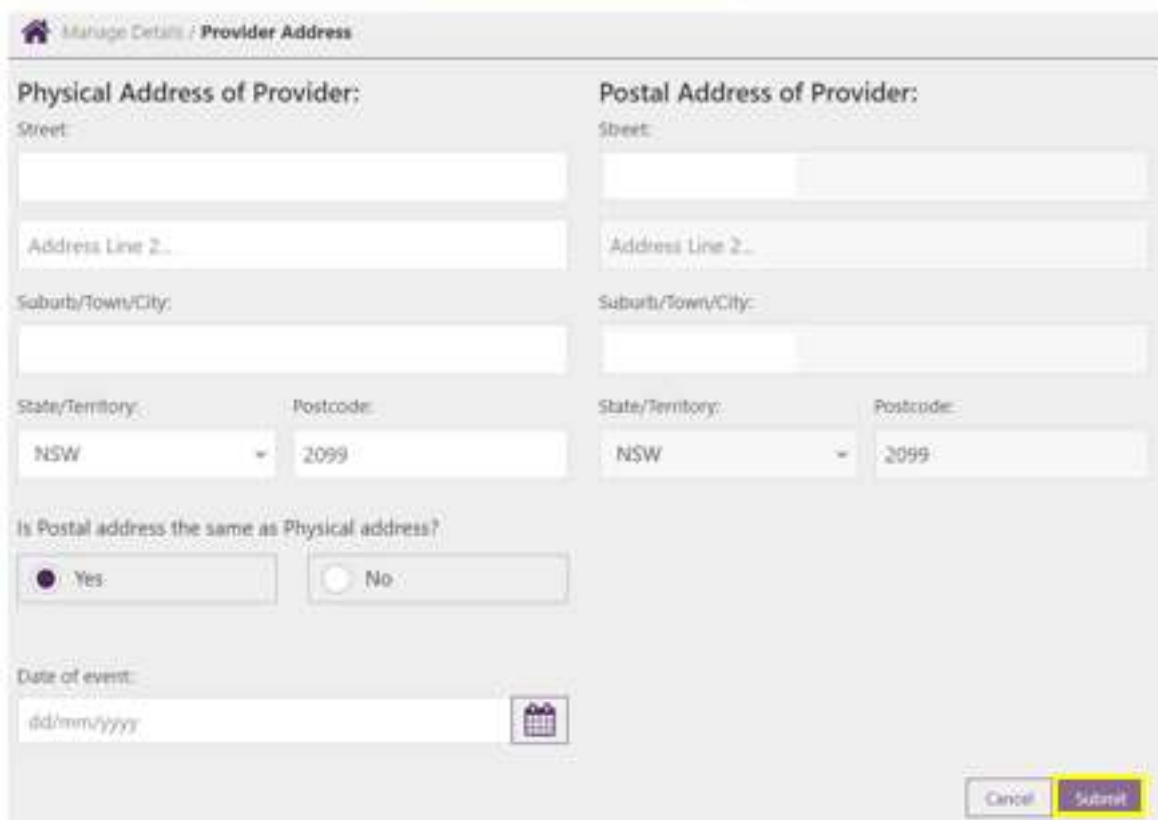
4(a) Update financial details – Summary



The screenshot shows a web interface titled "Manage Details / Summary". The main heading is "Summary". Below this, there are labels for "BSB:", "Account Number:", "Account Name:", "Date of Event:", and "Services change applied to:". A large white rectangular area is present, likely representing a redacted image or a placeholder for a document. At the bottom right, there are three buttons: "Back", "Cancel", and "Submit". The "Submit" button is highlighted with a yellow border.

Submit: Select 'submit' to confirm the change. A receipt will be generated confirming the changes have been applied.

5(a) Update address details



The screenshot shows a web interface titled "Manage Details / Provider Address". It is divided into two columns: "Physical Address of Provider:" and "Postal Address of Provider:". Each column has input fields for "Street:", "Address Line 2:", and "Suburb/Town/City:". Below these, there are dropdown menus for "State/Territory:" (set to "NSW") and text boxes for "Postcode:" (set to "2099"). A question "Is Postal address the same as Physical address?" is followed by two radio buttons: "Yes" (selected) and "No". At the bottom, there is a "Date of event:" field with a calendar icon and a placeholder "dd/mm/yyyy". At the bottom right, there are "Cancel" and "Submit" buttons. The "Submit" button is highlighted with a yellow border.

Submit: Select 'submit' to confirm changes. A receipt will be generated confirming the changes have been applied.