



Managing organisation details

In the Organisation screen, you will find the details for your organisation, as they are known to Blue Card Services. You will also find a list of your organisation's portal users.

If your organisation details change, you are required to advise us of this change.

To access the Organisation Portal, go to <https://orgportal.bluecard.qld.gov.au>

Updating your organisations information

1. Click **Edit**.

Organisation details

Organisation ID	1026767	Postal address	123 Fake Street, Suburb, QLD, 4000
Name	Org Training Ltd	Physical address	
ABN/ACN			
Email			
Phone number	0712345678		
Website	N/A		

Edit 1

Portal users [Add portal user](#)

Name	User ID	User role	Actions
Organisation Training User	OP000000203	Organisation Administrator.	

2. Enter the updated information in the appropriate fields.
3. Click **Save changes**.
 - a. If you change your mind, or make a mistake, click **Cancel changes**.

Updating email address

As the organisation email address is used by us to contact your organisation, updates need to be verified. To do this:

1. After hitting **Edit** on the Organisation details screen, click **Update and verify email**.

Organisation name ABN/ACN

Org Training Ltd ABN number

Website Email

Web site

[Update and verify email](#) 1

2. Enter the new email address in the pop-up.
3. Click [Send verification code](#).

Update and verify email

To confirm your email you will be sent a confirmation code via email. Once you receive the code please enter it below.

Email

2

3

Send verification code

4. Enter the 6 digit verification code (with no spaces) that is sent to the updated email address.
5. Click [Submit code](#).

A verification code has been sent via email to "cbtesting@gmail.com". Please enter it below.

Verification code

4

5

Enter 6 digit code

Submit code

177

Note: Where possible, please ensure the email address that you enter is generic for your organisation and not an individual's.

Updating organisation name

To change the name of your organisation, please contact us. Contact details are available at the end of this document.

If your organisation's name changes, your Organisation Portal user account login name **will not change**. Your portal login name is tied to you as an individual, not your organisation.

Updating mailed correspondence or positive notice details

If you need to update the email address to which we send positive notices, please email us.

If you need to update the representative who receives mailed correspondence from us, or update the current representative's details, please email your information to us at organisationportal@bluecard.qld.gov.au.

- Organisation ID
- Title
- First name
- Last name
- Position
- Postal address
- Phone number
- Email address.

Need help?

Call us on **1800 113 611** or **07 3211 6999**, email organisationportal@bluecard.qld.gov.au or visit www.qld.gov.au/bluecardorgportal. If you need an interpreter, contact **Language Loop** on 1800 512 45.