

# User Guide

## Edit Registered Address

The following steps illustrate how to edit your company's registered address.

1. Click on "Company Admin" from the "My Stuff" main page.

The screenshot shows a grid of navigation options. The 'Company Admin' link is highlighted with a red box. The options include:

- Watchlist**: View and manage opportunities added to your watchlist.
- Contracting Instruments**: View and download formal contracts, letters of acceptance or purchase orders issued to you.
- Invoices**: Create and manage your electronic invoices using information in the invoicing instructions.
- My Profile**: Change your personal profile, password or terminate your account.
- Government Supplier Registration**
- Invitations**: View all opportunities that your company has been invited to participate in.
- Period Contracts**: View your period contracts.
- Credit Notes**: Create and manage credit notes for your electronic invoices.
- Filters**: Create your own search filters and find opportunities based on your preferences.
- Bills**: View and pay subscription fees billed to
- Responses**: Track your open and closed responses.
- Invoicing Instructions**: View and use the information in the invoicing instructions to create your invoices.
- Payment Status**: View payment status of your electronic invoices and credit notes.
- Company Admin**: Change your company details, add/swap your authorised representatives or set up your beneficiaries.

2. The "Company Admin" page is displayed. To edit your company's registered address, click "Edit".

The screenshot shows the 'Company Admin' page. At the top, it displays 'Date of Registration' as '10 Feb 2015'. Below this is the 'REGISTERED ADDRESS' section, which contains the following information:

Country*	SINGAPORE
State	SINGAPORE
City	
Province	
Address Line 1*	1177 SERANGOON ROAD
Address Line 2*	
Address Line 3*	
Postal/Zip Code*	123123
Area Code	

An 'Edit' button is located in the top right corner of the 'REGISTERED ADDRESS' section, highlighted with a red box.

3. Make the necessary edits in the fields provided.

### Edit Registered Address

Country**	SINGAPORE
State	SINGAPORE
City	
Province	
Address Line 1**	1177 SERANGOON ROAD
Address Line 2*	
Address Line 3*	
Postal/Zip Code**	123123
Area Code	
Contact No.*	6123123

4. When you are done, click "Submit".

Province	
Address Line 1**	1177 SERANGOON ROAD
Address Line 2*	
Address Line 3*	
Postal/Zip Code**	123123
Area Code	
Contact No.*	6123121
Fax No.	
Email*	john@beta.com
<small>Default email for all communication with company</small>	

Cancel **Submit**

5. If your company's registered address has been updated successfully, you will see this dialogue box. Click "Close".

Home > My Stuff > Company Admin > Edit Registered Address

### Edit Registered Address

**✓ SUCCESS**

Your Company registered address has been updated successfully.

**Close**

Country**	SINGAPORE
State	SINGAPORE
City	
Province	
Address Line 1**	1177 SERANGOON ROAD
Address Line 2*	
Address Line 3*	
Postal/Zip Code**	123123