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UPDATING ORGANISATION'S DETAILS

The **Organisation** tab will only be visible for you if you have the **Client Admin** role assigned to you

1. Navigate to the **Organisation** tab
2. Click the **pencil** button next to the organisation that you wish to edit the details for
3. From here, you can top up the organisation account or edit the details within the '**Contact Details**' tab

Please Note: *Positions tab will always be locked. To add a new position, please contact Disclosure Services via email:* ***info@disclosureservices.com*** *or by phone:* ***01978 510 100***