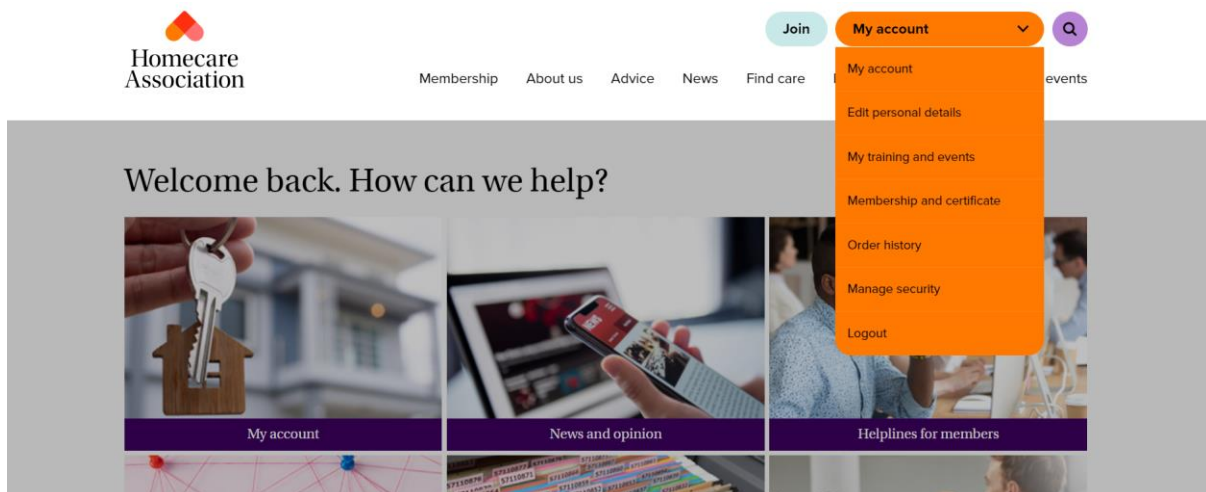


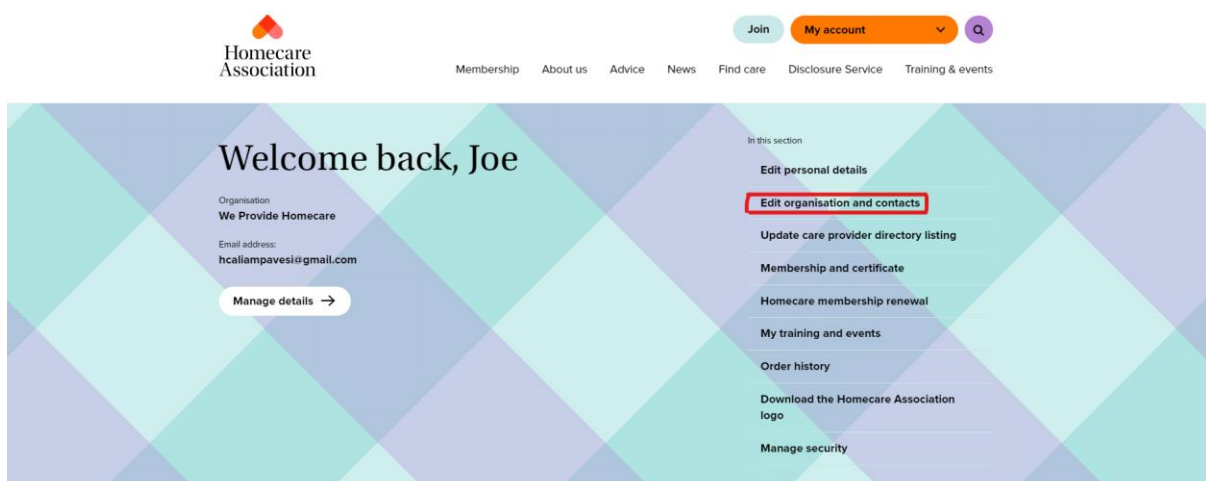
## Edit Organisation and Contacts

This section allows you to update your company details, company addresses, additional branches and update/add contacts to your membership.

1. Log into your personal account.
2. Navigate to '**My Account**'



3. From your options, select '**Edit Organisation and Contacts**'



4. Select your organisation from the right-hand options.



# Homecare Association



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## Edit organisation and contacts

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### Company details

Your organisation's name (trading name) \*

We Provide Homecare

Legal name \*

We Provide Homecare Ltd

Email address \*

Telephone

### Company details

These are the details that the Homecare Association keeps as records on our CRM. If any contact, website, or name changes occur then please update them here.

### Company addresses

Some organisations have separate offices than the location of the branch that provides care. You can add all of your addresses here.

### Other branches

If you have multiple locations under one membership, you will be able to see the list of branches here.

### Update Contacts

There is no limit to how many contacts you can have linked to your membership. We recommend having as many as possible so that important emails are received and so that your staff can remain independently informed.

Any existing contacts can be edited or removed from here also.