## How to Update Your Organization Profile Information

In this section, you will learn how to update your organization profile information in the service provider portal. Please note that this functionality is accessible any time of the year. The CSCP branch encourages you to update this page on the service provider portal whenever there is a change to information about your organization.

1. On the Service Provider Dashboard, on the left side of the left box (see red highlighted box below), you will see a button labeled "Update Organization Profile".
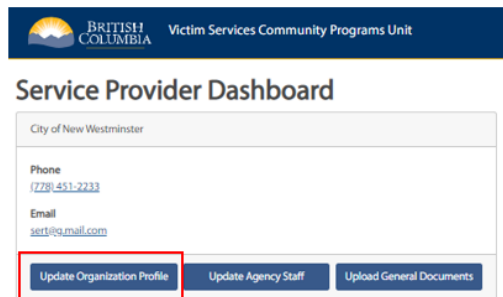
2. If you click on this button you will land on the Update Organization Information page where you can edit and update information about your organization, including the primary agency contact information, mailing address, and other organization contact(s).

3. All contractors are required to review and provide updates to this page as soon as possible during the contracting year.

4. If your organization undergoes a legal name change process, please reach out to your Ministry contact. You will not be able to update the organization name from here.