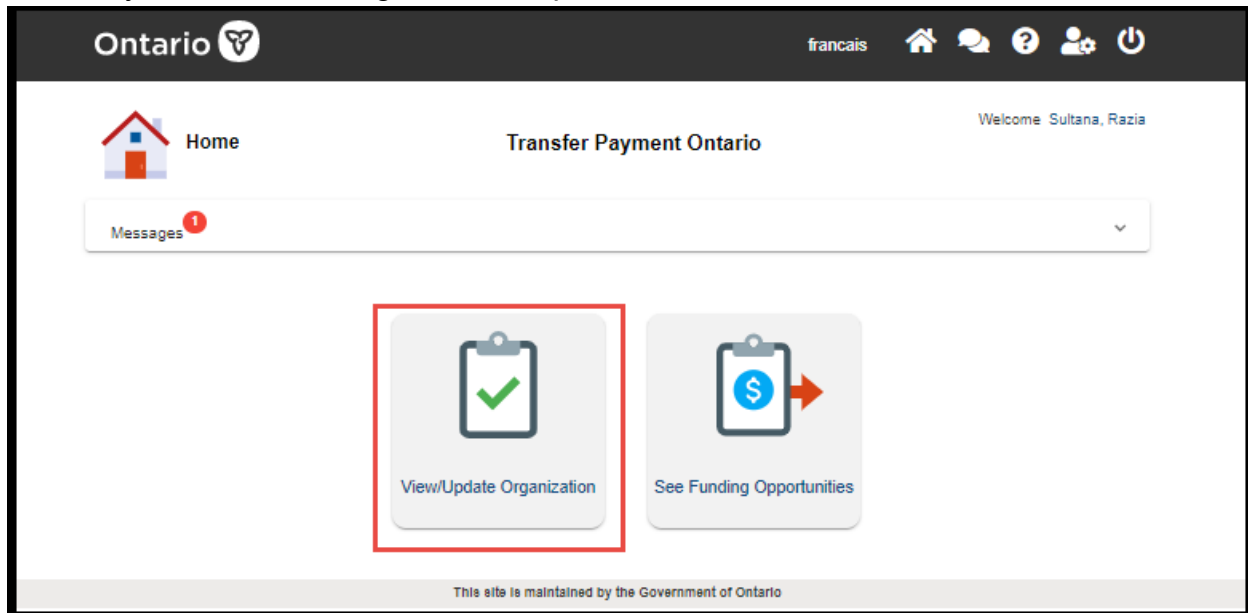


## View/Update Organization

Once you have created an organization or joined an existing organization, the View/Update Organization menu card will be displayed on the Home Page.

**Note:** An Admin User can view and update the information. An Associate User has view-only access to the organization's profile information.



### TPON Home

Select the View/Update Organization menu card, the Organization List window appears with a list of organization(s) you are associated with.

Select the legal name of the organization.

Note: If your organization is still in the status of draft, you can delete the organization by selecting the delete organization button. Once registered, an organization cannot be deleted.



## View/Update Registration

### Organization List

- You are linked with the organization(s) below.
- Click on the organization's Legal Name to access the organization's profile information.

5 Record(s)

Legal Name	CRA Business Number	Operating Name	Status	Last Modified	Delete Organization
Trainer		Trainer 1	Registration Draft	19/08/2019 11:23	<a href="#">Delete Organization</a>
Training Sample		Sample	Registration Complete	13/08/2019 15:42	

*Organization List*

Once the organization has been selected, the organizations profile window appears where you can navigate between sections by using the vertical registration menu. You can view or update your organization profile, address, contacts and add documents.



## Update Organization



Organization Profile



Address



Contacts



Documents  
(Optional)

**Operating Name: Sample**

### Organization Profile

This page provides an Organization's Profile information. A registration will remain in draft or submitted status until a Canada Revenue Agency Business Number (CRA BN) has been provided and validated.

For further information on the CRA BN, please refer to the Canada Revenue Agency website.

### Essential Information

Legal Name

samplessss



Operating Name \*

Sample



Ownership Type

Partnership



Organizational Type \*

College/University



*Organization Profile update*