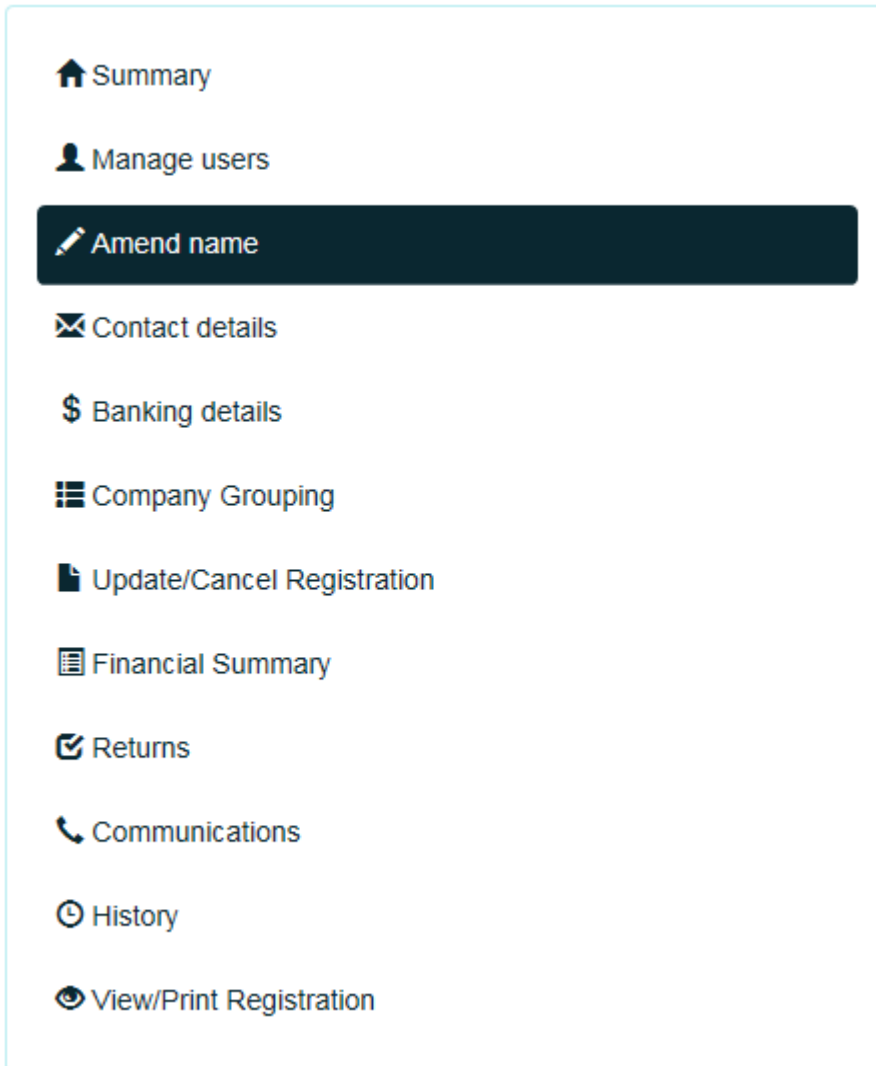


Adding a trading name

1. Click on your account name from the home menu.
2. Click on the **Amend name** menu as follows:



3. Click on the **Add** button in the Trading Names section.
4. Enter the trading name
5. Click on the **Add** button
6. The trading name is displayed as follows:

Trading Names

	Name	Start Date
<input type="button" value="Delete"/> <input type="button" value="Edit"/>	Worm Pty Ltd	15/02/2016 2:18:15 PM