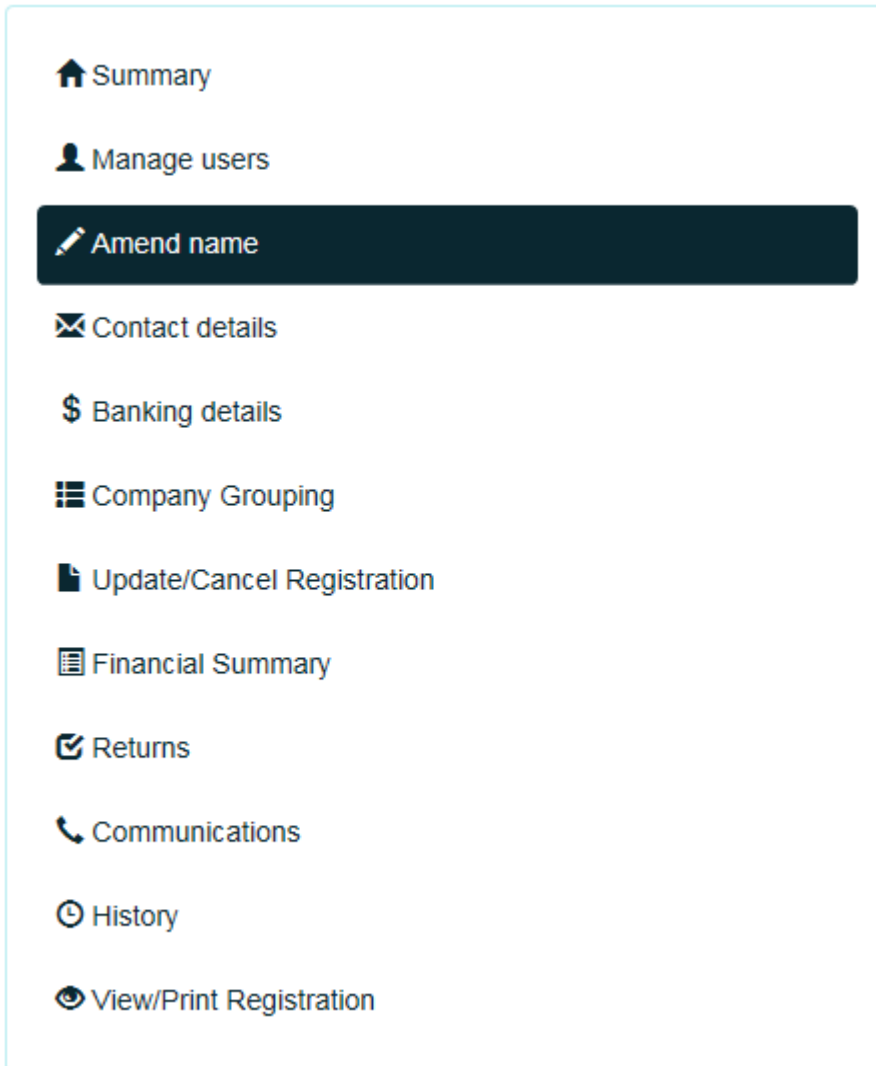


Amending a client name

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



3. Click on the **Edit** button of the required client to edit.
4. Click on the **Update from ABR** button.
5. The details are updated from the Australian Business Register (ABR).