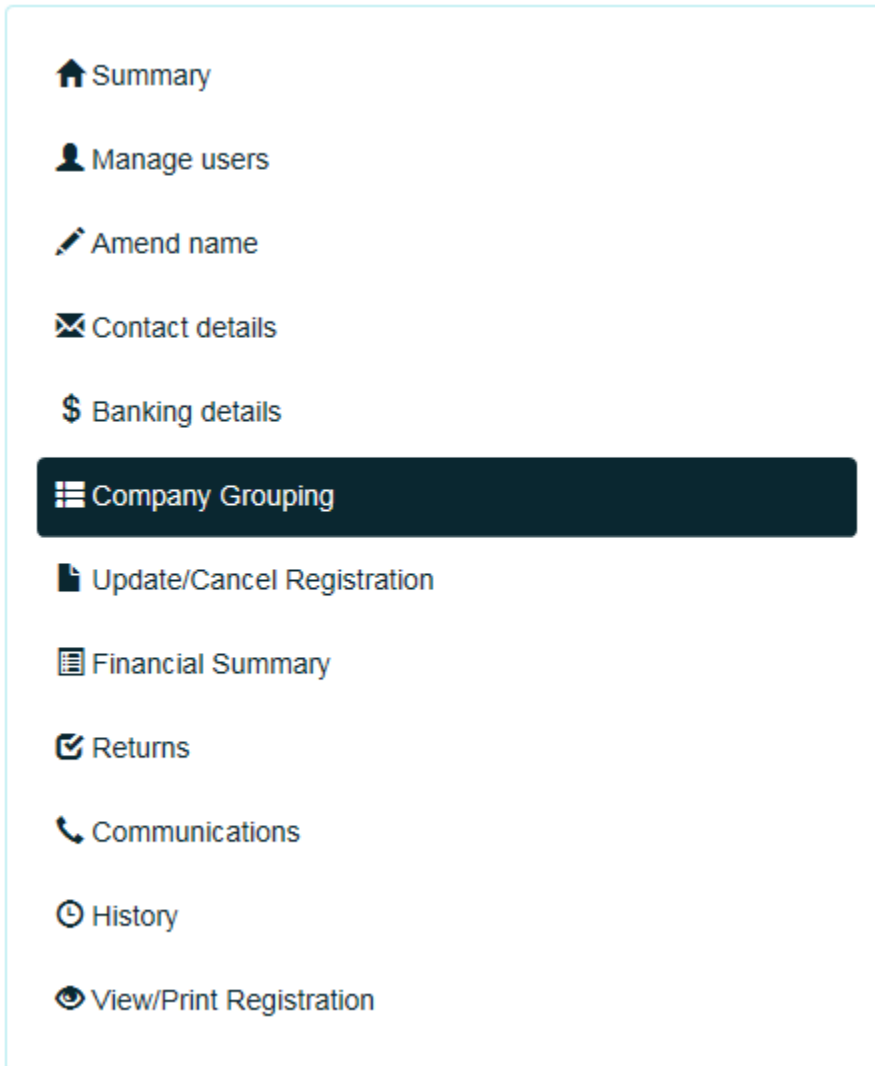


## Changing a group co-ordinator

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



3. The accounts within the group are displayed as follows:

Grouping (Claim type: Shared Threshold Entitlement)

Account #	ABN	Name	Start Date	
7654321	11122233344	TEST PTY LTD	10/02/2016	
1234567	44433322211	EXAMPLE COMPANY LTD	29/02/2016	<a href="#">Set as Group Co-ordinator</a>

**+ Add members to Group**

If you wish to leave this group, you must select another member to be the Group Co-ordinator

\* **Change Claim Method** (currently Shared Threshold Entitlement)

- **Apply for exclusion from Group**

4. Click on the **Set as Group Co-ordinator** link of the account to be set as the group co-ordinator.
5. Enter the **Effective from date**
6. Enter **Comments**
7. Click on the **Submit** button.
8. The following message is displayed:

## Grouping Result

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The action has been successfully processed.

◀ [Return to account](#)