

You must keep your AUSTRAC enrolment and account details up to date. Reporting entities must tell us about any changes to enrolment details within 14 days.

This includes:

- the services you provide
- the structure of your business or organisation – including if your business merges with another reporting entity
- contact details
- the names and contact details of key personnel, such as directors or officeholders
- your annual earnings (see updating your annual earnings for more about this).

This guide will show you how to update your details.

1. Navigate to <https://online.austrac.gov.au> and log in with your username and password.



The screenshot shows the AUSTRAC Online login interface. It includes a header with the Australian Government logo and 'AUSTRAC Online'. There are input fields for 'User Name' and 'Password', a 'LOG IN' button, and a 'New businesses sign up' button. A 'Forgot your password?' link is also present. Red text provides instructions for password resets and contact information for assistance. At the bottom, there is contact information for the AUSTRAC Contact Centre and copyright information.

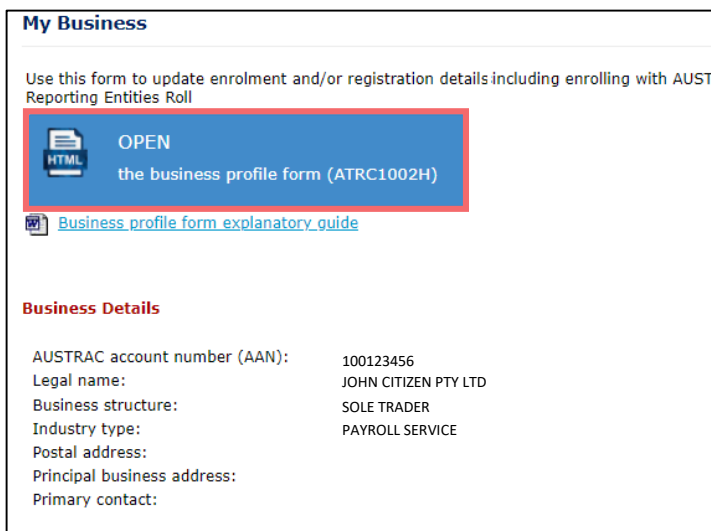
2. This step only applies if you are a user for more than one reporting entity. You will be prompted to select the Business you want to renew registration for.

Please select your Business	
Business Name ▲	Enrolment Status
JOHN CITIZEN PTY LTD	On the roll
JOHN CITIZEN SECOND BUSINESS	On the roll
JOHN CITIZEN THIRD BUSINESS	On the roll
JOHN CITIZEN FOURTH BUSINESS	On the roll

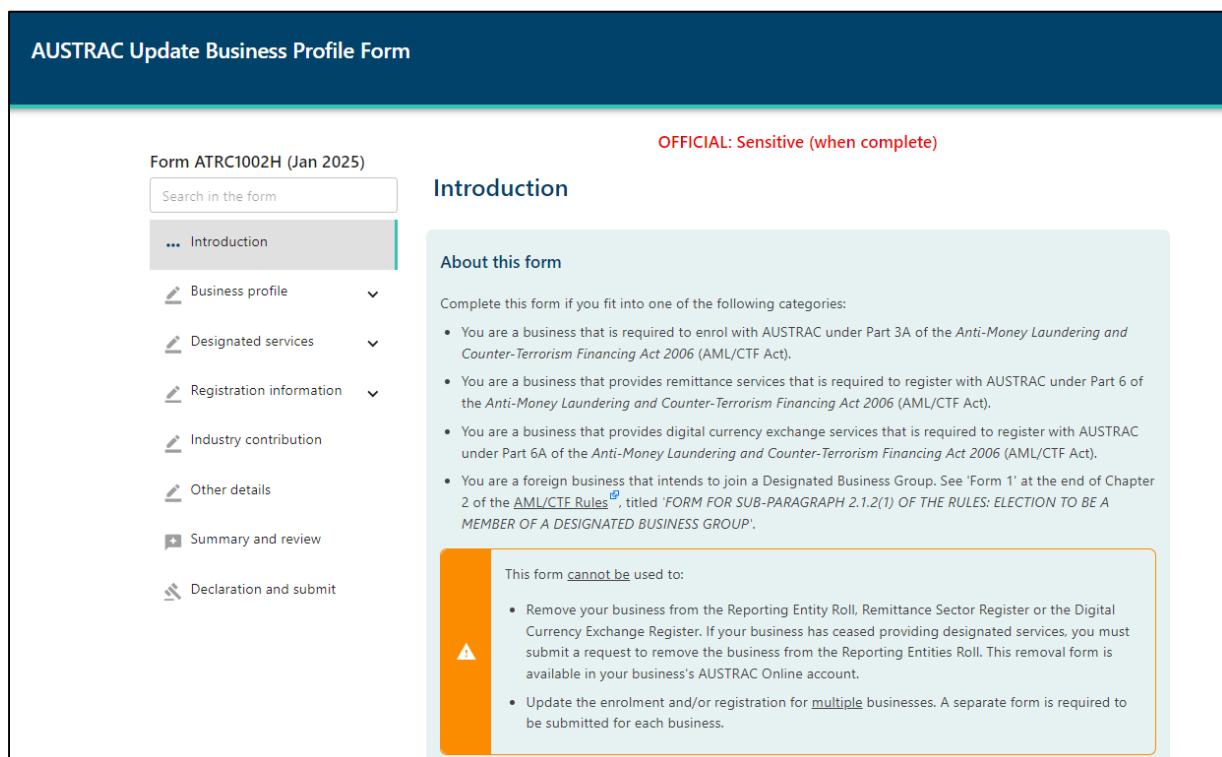
3. Click **My business**.



4. Click **OPEN** the Business profile form (ATRC1002H).



5. Proceed with completing the sections on the form that you want to update.



6. When you reach the Summary and review section, review everything that you entered in the previous sections. Click on the **Edit** buttons to make any changes. When you are ready to proceed, click **SAVE & CONTINUE**.

7. On the declaration page:
- If you agree with the declaration check the **I agree** box.
 - If you want to print or save a copy of your form, select **PRINT AS DRAFT** (only available after checking the **I agree** box).
 - When you are ready to submit your form, click **SUBMIT** (only available after checking the **I agree** box).

- Your receipt number is displayed which you can quote for any enquiries about your submission form. Click **DOWNLOAD RECEIPT** to download and save a copy of your submitted form for your records.

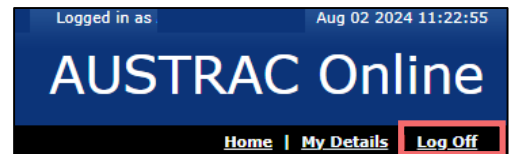
Application Received

Thank you **JOHN CITIZEN**, your submission has been received for **JOHN CITIZEN PTY LTD** on **01/01/2025 12:00 UTC 10:00**.
Your receipt number is **ATRC1002H-ABCDEF-123456**.
Please quote the receipt number when enquiring about your submission.

If you would like to download a PDF copy of your submitted application for your records, click on the button below.

[DOWNLOAD RECEIPT](#)

- Switch back to the browser tab containing AO and continue to undertake any tasks or click **Log Off** to log out.



- You will receive a submission confirmation email from contact@austrac.gov.au that contains your receipt number, submission date and time link to download your submitted form.