

How to Update Contact or Organization Information

[Click here](#) to watch the video on how update contact or organization information.

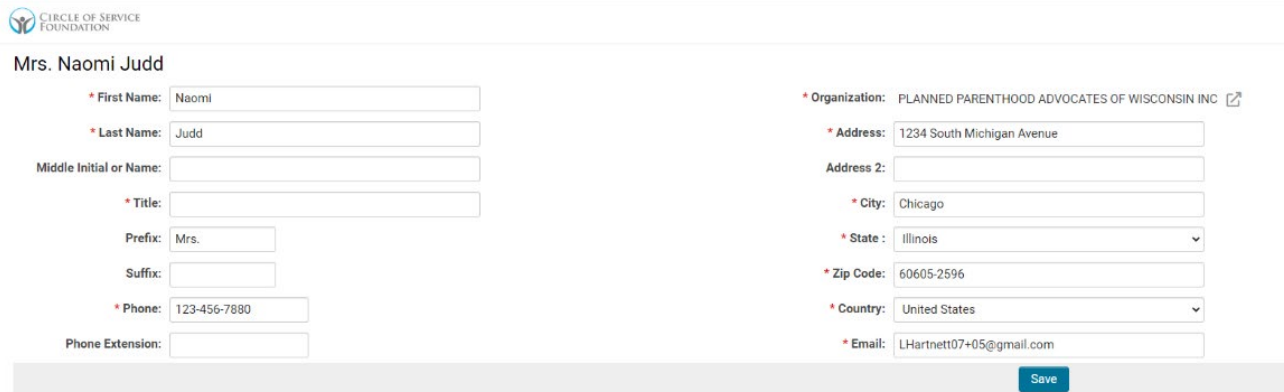
This how-to guide and accompanying video will give you step-by-step instructions on how to update the profiles for your organization information and contacts that are affiliated with your organization.

Please note: If you are a first-time user who registered based on an Organizational search that prepopulated with incorrected data, you can edit the information based on instructions below.

1. Login to the grantee portal at <https://circleofservice.us-1.smartsimple.com/> to modify your applications.
2. After logging in to your home page click on the pencil icon in the upper right corner (**see red circle below**).

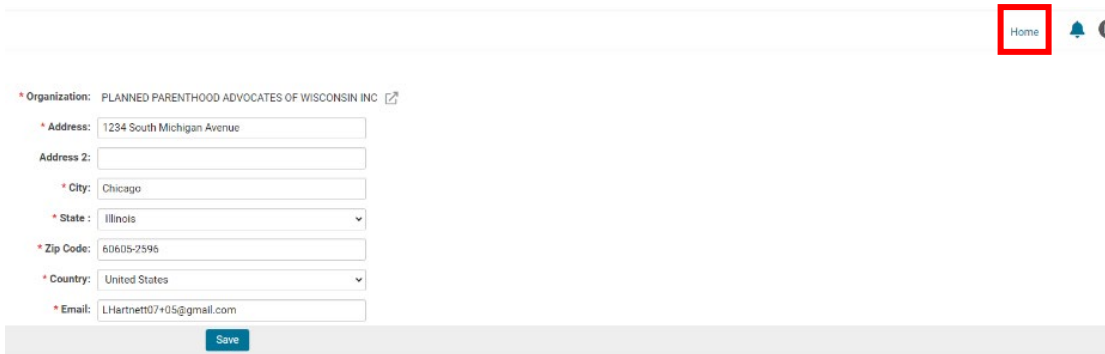


3. On this page, you can edit your personal contact information, as well as your organizational information.
4. Update any fields that should be revised.

A screenshot of the user profile edit form. The form is titled 'Mrs. Naomi Judd' and is divided into two columns. The left column contains fields for personal information: First Name (Naomi), Last Name (Judd), Middle Initial or Name, Title, Prefix (Mrs.), Suffix, Phone (123-456-7880), and Phone Extension. The right column contains fields for organizational information: Organization (PLANNED PARENTHOOD ADVOCATES OF WISCONSIN INC), Address (1234 South Michigan Avenue), Address 2, City (Chicago), State (Illinois), Zip Code (60605-2596), Country (United States), and Email (LHartnett07+05@gmail.com). A 'Save' button is located at the bottom right of the form.

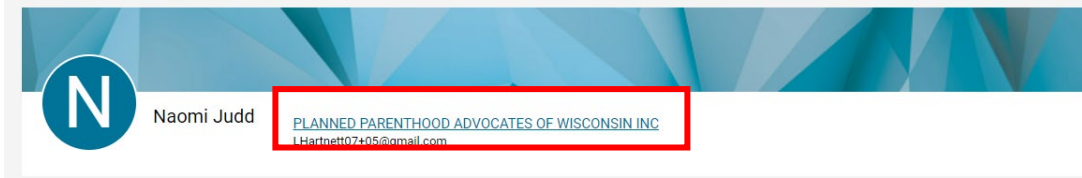
5. When revisions are completed, click "Save."
6. If your Organization Profile need to be updated for fields such as Mission statement, Year Founded, or various names, return to home page.

7. Click the "Home" button in the upper right corner (see red box below).

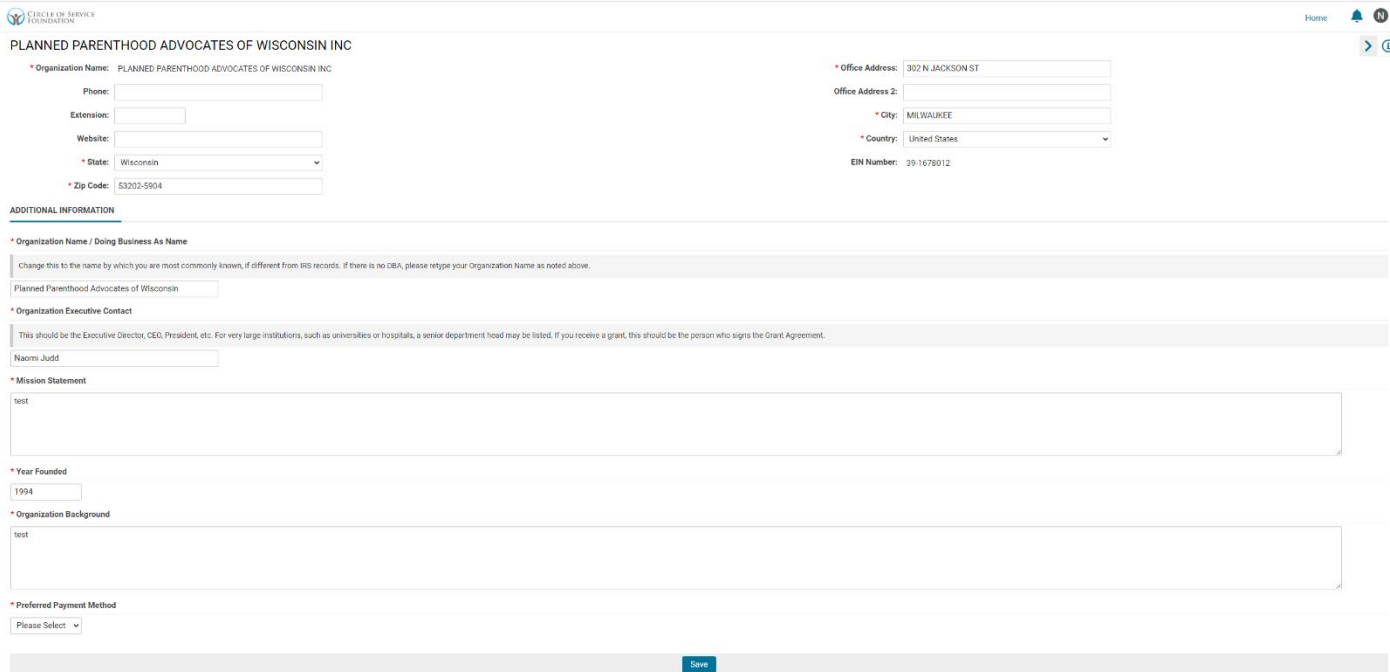


The screenshot shows a form with the following fields: Organization: PLANNED PARENTHOOD ADVOCATES OF WISCONSIN INC; Address: 1234 South Michigan Avenue; Address 2: ; City: Chicago; State: Illinois; Zip Code: 60605-2596; Country: United States; Email: LHartnett07+05@gmail.com. A blue 'Save' button is at the bottom. In the top right corner, there is a navigation bar with a 'Home' button highlighted by a red box, along with a notification bell and a user profile icon.

8. On the home page, click on the link of your Organization's Name (see example below).



9. When revisions are completed, click "Save."



The screenshot shows a detailed organization profile form for 'PLANNED PARENTHOOD ADVOCATES OF WISCONSIN INC'. The form includes fields for Organization Name, Phone, Extension, Website, State (Wisconsin), Zip Code (53202-5904), Office Address (302 N JACKSON ST), Office Address 2, City (MILWAUKEE), Country (United States), and EIN Number (39-1678012). Below these are sections for 'ADDITIONAL INFORMATION' including 'Organization Name / Doing Business As Name', 'Organization Executive Contact' (Naomi Judd), 'Mission Statement' (test), 'Year Founded' (1994), 'Organization Background' (test), and 'Preferred Payment Method' (Please Select). A blue 'Save' button is at the bottom.

10. Upon completion return to the grantee portal home or log out.