



Updating your user account

You can update your personal details and customise your site settings using the **My Account** option in your Online Services - Do It Now menu.

Note | You must already be logged on.

Personal Details

To update your contact details (Name, email address, physical address, postal address, phone, mobile and fax number).

Organisation contact details

If you use your logon to use the Companies Office website on behalf of your employer, you will also see what contact details are recorded for you in that role.

Note | Only an administrator can update the organisation's contact details for the users associated with their account.

[Read more...](#)

Direct Debit Details

If you have an existing Direct Debit you can update the bank account details and email address we use to send you tax invoices.

If you haven't yet established a direct debit, you can set one up using this option.