

Last Update Status: Updated April 2016

1. Overview

See Purpose.

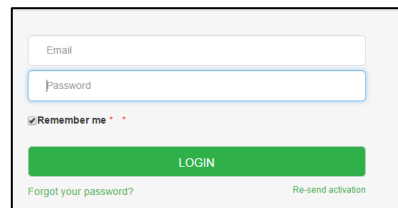
2. Purpose

The purpose of this document is to outline how to update your Profile and account details

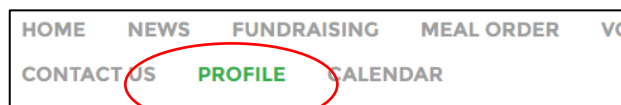
3. Scope

This policy applies to all OOC schools and food providers. In the event that you need any assistance please contact OOC.

1. Log into www.ouronlinecanteen.com.au



2. Select **PROFILE**.



4. A range of details can be viewed and change here including contact details, update password, amend cut off times and your POS details (if applicable).

NOTE - You need to inform Our Online Canteen by phone or email of any bank account changes.

School / Contact info	Bank account details
<p><small>NOTE: Your contact number and email will be visible for parent to see</small></p>	
<p>School name: <input type="text" value="Our Online Canteen - Demo"/></p> <p>Contact first name: <input type="text" value="Canteen"/></p> <p>Contact last name: <input type="text"/></p> <p>Primary Phone: <input type="text" value="0404102448"/></p> <p>Alternate Phone: <input type="text"/></p> <p>Mobile: <input type="text"/></p> <p>Fax: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>Suburb: <input type="text"/></p> <p>State: <input type="text" value="WA"/></p> <p>Postcode: <input type="text"/></p> <p>Part of SOA: <input type="text" value="No"/></p>	<p><small>You need to inform Our Online Canteen by phone or email of any bank account changes. Payments will NOT be changed until confirmed by Our Online Canteen. If you have any questions call 1300 11 66 37</small></p> <p>Account holder's name: <input type="text" value="Demo"/></p> <p>Bank name: <input type="text" value="CBA"/></p> <p>BSB: <input type="text" value="065-161"/></p> <p>Account number: <input type="text" value="10035971"/></p> <p><input type="button" value="UPDATE"/></p> <p>Change password</p> <p>New password: <input type="text"/></p> <p>Confirm new password: <input type="text"/></p> <p><input type="button" value="UPDATE"/></p>