

# Sports Vouchers – How to change contact details for my provider?

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## Change User Login

Please email [sportsvouchers@sa.gov.au](mailto:sportsvouchers@sa.gov.au) and advise:

- The previous contact person or email address registered for the provider (if known)
- The new contact person's details (full name, email, phone number)

The Sports Vouchers team will confirm the change (and cc the previous registered email address). The email/username and password will then be reset and sent to the new contact person.

## Update Contact Details

The contact phone number, address and bank account details can all be updated once you login to the Sports Vouchers portal. Only the user login (primary contact) cannot be changed by the provider, and will need to follow the steps above should you wish to do so.

## What if I need to change the contact on the 'Find a Provider' webpage?

See instructions in the *Sports Vouchers – Venue Changes* document under the Resources tab of the portal.

