

## Updating your contact details

Help us keep you informed about your participation in the Authorised Inspection Scheme (AIS) by reviewing and updating your:

- Email address: we strongly recommend this should be a unique email address, not a generic one used by others.
- Phone details: both fixed line and mobile number, where available.

### How to update your details in AIS online:

1. go to the Menu on left hand side, then select 'User Profile'
2. click the 'Change' button
3. review and update your details
4. click 'Submit'.

Steps 1 and 2:

The image shows two screenshots from the myRTA.com website. The left screenshot shows the 'AIS online' menu with 'User profile' circled in red. The right screenshot shows the 'User profile' page with a 'CHANGE' button circled in red. The user profile page displays the following details:

myRTA.com  
AIS online  
Home page  
AIS maintenance  
Publications  
Notice Board  
AIS Notices  
AUVIS Bulletins  
Rules  
Forms  
Training  
User profile  
Change PIN  
Logout

User profile  
Your details are below. Click 'Change' to update this information.

AIS number: [REDACTED]  
AIS name: [REDACTED]  
User ID: [REDACTED]  
Name: [REDACTED]  
NSW Driver licence number: XXXXXX  
Date of birth: XX/XX/XXXX  
Residential address: XXX XXXX & XXXXXXXX XXXX  
XXXX XXXXX XXX XXXX  
Postal address: XXX XXXX & XXXXXXXX XXXX  
XXXX XXXXX XXX XXXX  
Telephone number: Unknown  
Fax number: [REDACTED]  
Mobile number: Unknown  
Email address: [REDACTED]  
MVRIA number: 44444  
Accreditations: Safety Check - E, Safety Check - P, AU

Steps 3 and 4:

The image shows a form with the following fields and values:

Telephone number:

Fax number:

Mobile number:

Email address:

MVRIA number: 44444  
Accreditations: Safety Check - E, Safety Check - P, AI

