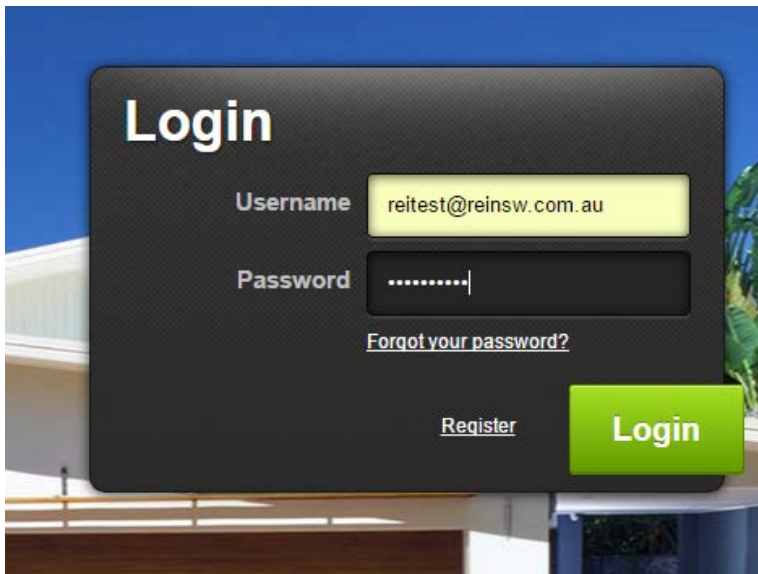# Online CPD Course
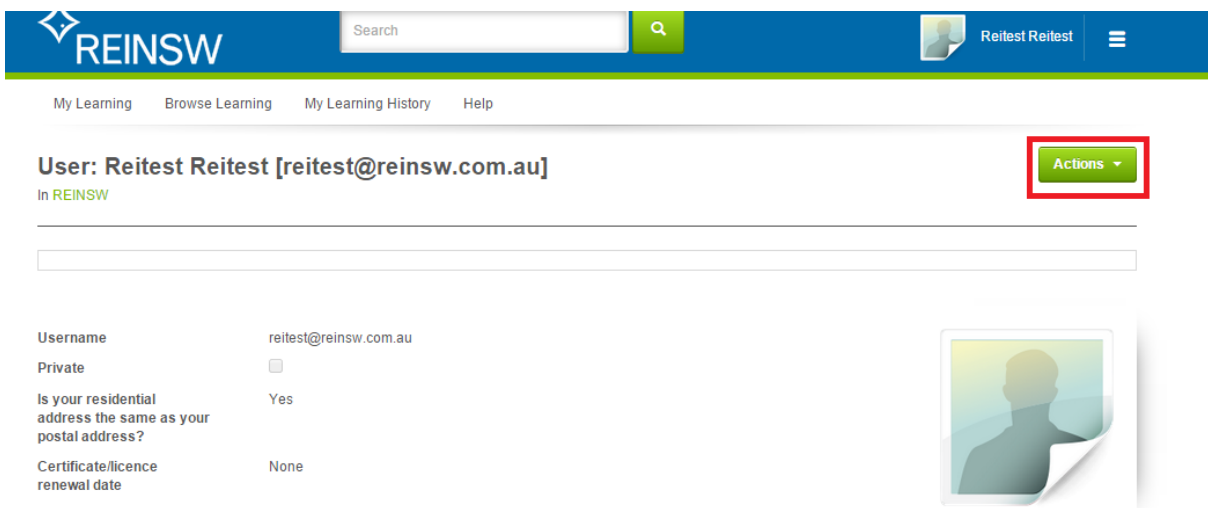## HOW TO EDIT ADDRESS DETAILS

Step 1: Type **reinsw.canopihr.com.au** into your web browser

Step 2: Log into the website using your email address as your **Username** and **Password#1** as your password.

Step 2: Hover over the ☰ sign next to your name and click on **My Account**

Step 3: Click on the green **ACTIONS** button on the right side of the page then **Edit User**

Step 4: Scroll to the very end of the page and enter your address details

> Groups

Street Address - Building Name	
Street Address - Unit Detail	
Street Address - Street No	30-32
Street Address - Street	Wentworth Avenue
Street Address - Suburb/Town	Sydney
Street Address - State	NSW
Street Address - Postcode	2000
Street Address - Country	Australia

Step 5: You are done!