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How Do I Change My Address On The System?

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You can do this from your member login area, so first of all, log in to your member account.

When you have logged in to your member account you will see a message saying "Welcome to the Member Administration Area".

Below this you will see your registered name, address and contact details, under a heading "Your details (edit)".

Click the "edit" link and you will see the details you have previously given – your name, address, a map of your address and any telephone or email details; you can change any of your contact details on this page.

To change your address scroll down the page to the box headed "Your home address". Click the button "Get address" and another box should pop up showing your previously registered postcode. Enter your house number in the top box and your new postcode in the second box and click "find my address". The address details should update in the relevant boxes and the map that is displayed should reflect this new address with a pin to show the approximate location of your address; the pin can be moved if desired to a perfect map of your address.

If your contact numbers have also changed, you can amend these on the same page.

Once you have made the required update/s, scroll to the bottom of the page and click "update details"; you can now close the page if desired.

If you are unable to make the required changes please email support@neighbourhoodalert.co.uk requesting the change, advising us of the following information:

Name

Email address

Postcode and house number with which you are registered

New postcode and house number

Any other details you would like updating

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