

# How to update your contact details in PICTUS?

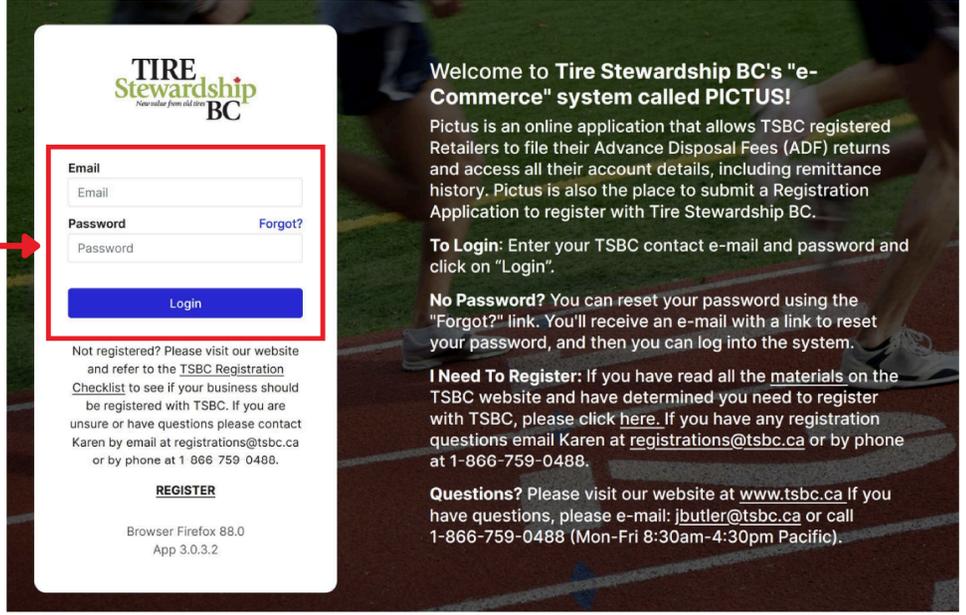
## ... so, what is PICTUS?

PICTUS is a "self-serve" application that allows you to submit your Advance Disposal Fee (ADF) Returns and payment, monitor your account balance, manage your company's contact information, and determine who in your company has access to your ADF data.

### STEP 1

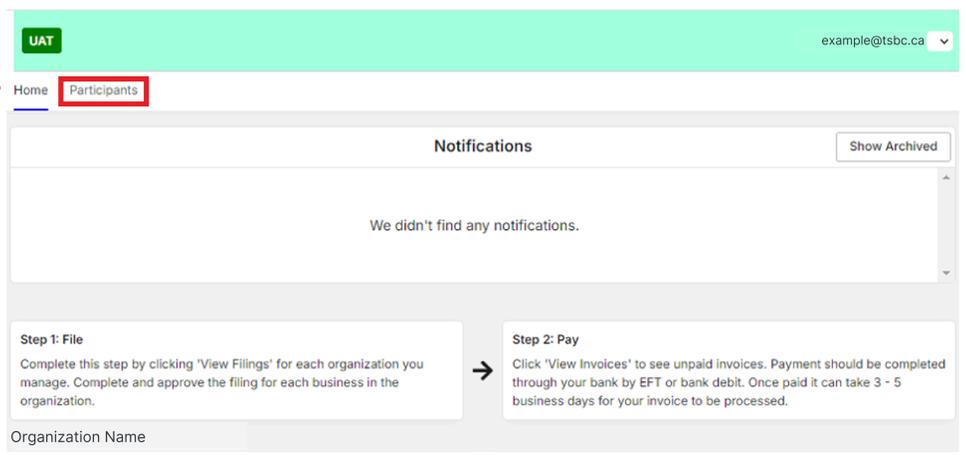
**Log in to your Business PICTUS account at <https://tsbc.pictus.online/>**

Enter your email address and password from your existing account.



### STEP 2

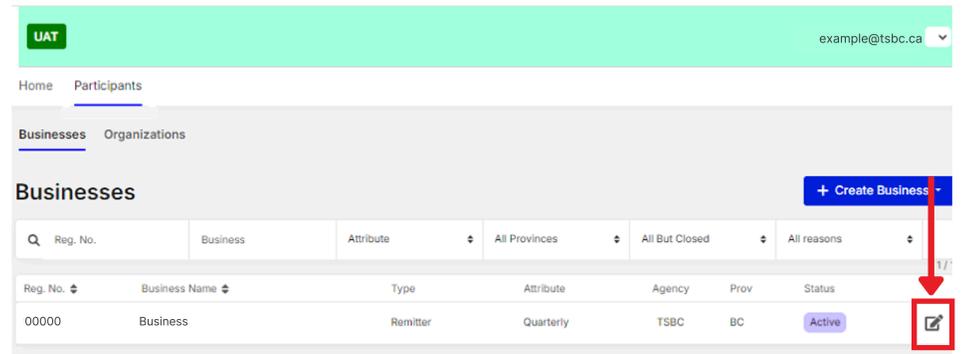
**Click on Participants**



### STEP 3

**Click on the edit button**

to access the business contact details.



### STEP 4

**Verify your business address in Addresses**

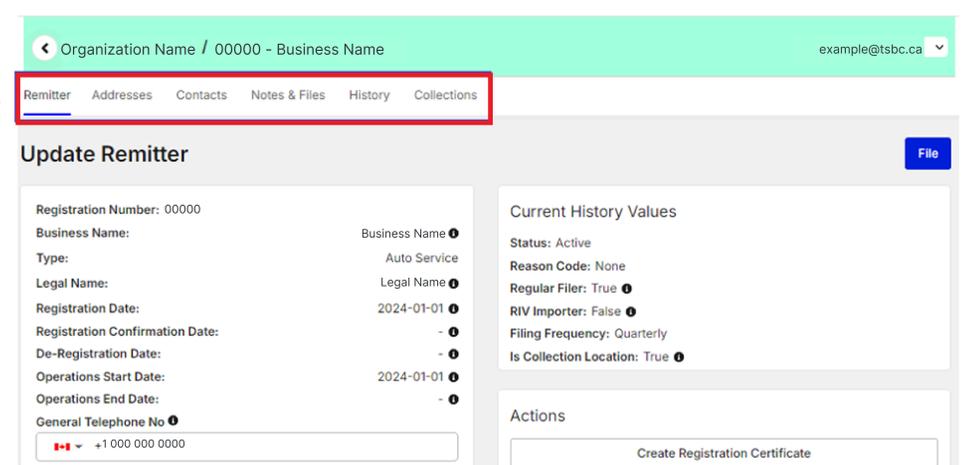
If the address needs updating, please include it in the email in [Step 7](#).



### STEP 5

**Update your contact details**

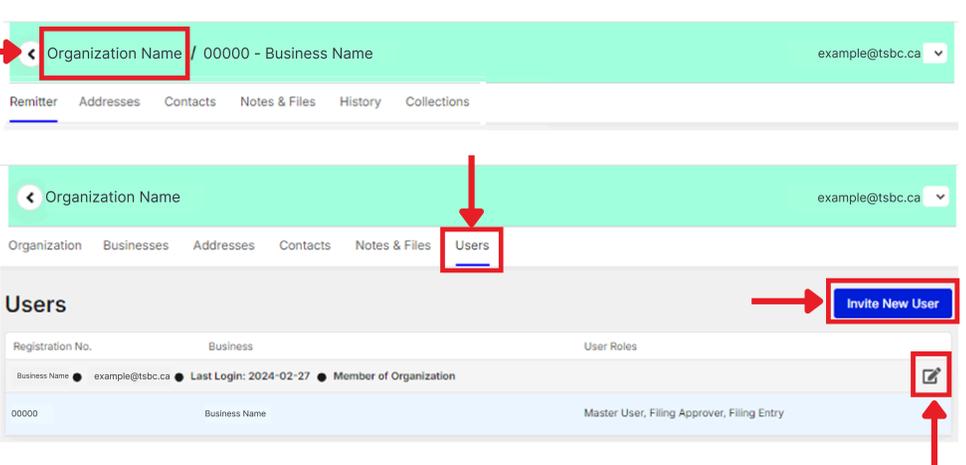
TAB	EDIT
Remitter	<ul style="list-style-type: none"> <li>General Telephone Number</li> </ul>
Contacts	<ul style="list-style-type: none"> <li>Contact Name</li> <li>Email Address</li> </ul>



### STEP 6

**Update Users details**

1. Click on your Organization Name.
2. Click on the Users Tab.
3. Click on the edit button.
4. Click on the "Invite New User" to add users to your business account.



### STEP 7

**Please email us at [contact@tsbc.ca](mailto:contact@tsbc.ca)**

with your "Business Name, Registration Number" in the Subject Line and the message "Business profile updated" to notify us of changes to your business account.

