

## How to Change Address in the Online Business and Corporate Registry system

To change information file at the registry, such as an address change, please complete the following steps:

- Log in at: <https://ocbr.princeedwardisland.ca/>
- Search business name in **Find a business box**
- Click on business name
- On the business page, click **Manage this business**
- Enter **Company Key** and check **I am not a robot**
- Click the Address Tab
- Click Update Address
- Update the address and click **Next**
- Click **View Filing Information**
- Go back to Checkout tab (there is no fee)
- Check box "I have reviewed this submission and confirm it is accurate. I have reviewed this submission and confirm it is accurate."
- Click **Save**