



Australian Government
Office of the Registrar of
Indigenous Corporations

myCorp

ORIC's online portal for lodging forms and reports

TASK CARD

How to update members

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Version	0.1

This task card explains how to update corporation members in myCorp using the two methods of individually adding members and uploading bulk membership lists.

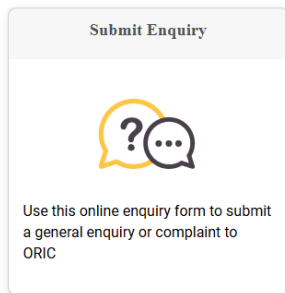
Contents

1. Signing into myCorp.....	3
2. Adding individual members for a registered corporation	7
3. Bulk upload of members for a registered corporation	11

1. Signing into myCorp

Step 1 Sign in to your [myCorp](#) account.

If you don't have a myCorp account, you will need to 'Sign up' instead.



Step 2 To sign in, enter your email address and password and then click the 'Sign in' button.

To sign up for a myCorp account, click the text that says 'Sign up now' under the 'Sign in' button.



Sign in with your email address

[Forgot your password?](#)

[Don't have an account? Sign up now](#)

Step 3 Click the 'Send verification code' button.



Please provide the following details.

Verification is necessary. Please click Send button.

Email Address *

Verification code

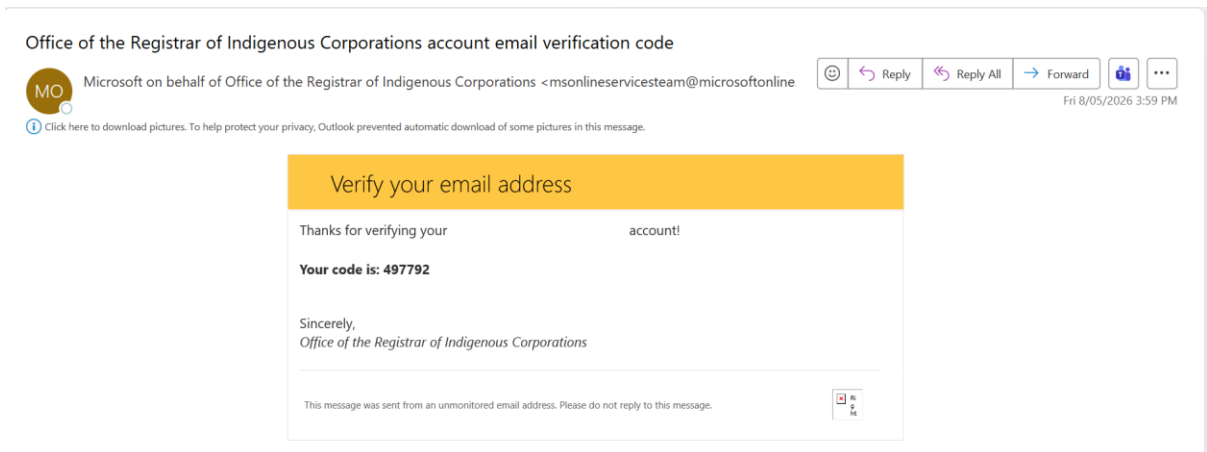
Send verification code

Continue

Cancel



Step 4 The verification code will appear in your email inbox and should look like the image below. It can take a few minutes for the verification code to be received. If you do not receive it after five minutes, you can check your spam or junk folder, or do a search in your emails for 'email verification code'



Step 5 Enter the verification code and select 'Verify code'.



Please provide the following details.

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address *

Verification code

Verify code **Send new code**

Continue

Cancel

Step 6 Press 'Continue' to finish signing in.



Please provide the following details.

E-mail address verified. You can now continue.

Email Address *

Verification code

Continue

Cancel

Step 7 Navigate to the 'Manage corporation' tile.

The screenshot shows the myCorp dashboard with a yellow header. The header contains the Australian Government logo, the text 'Office of the Registrar of Indigenous Corporations', and navigation links for 'myCorp home', 'oric.gov.au', 'Find a corporation', and 'myCorp' with a user profile icon. Below the header, a greeting 'Hi' is followed by the question 'What would you like to do today?'. There are four main tiles: 'Register a corporation', 'Manage corporation' (highlighted with a red border), 'Ask ORIC', and 'Learning and development'. Each tile has an icon and a brief description of its function.

My enquiries

ID	Title	Corporation Name	Subject	Status	Date Created ↓
----	-------	------------------	---------	--------	----------------

There are no records to display.

Step 8 Select the corporation you want to manage the members for by clicking 'Edit'.

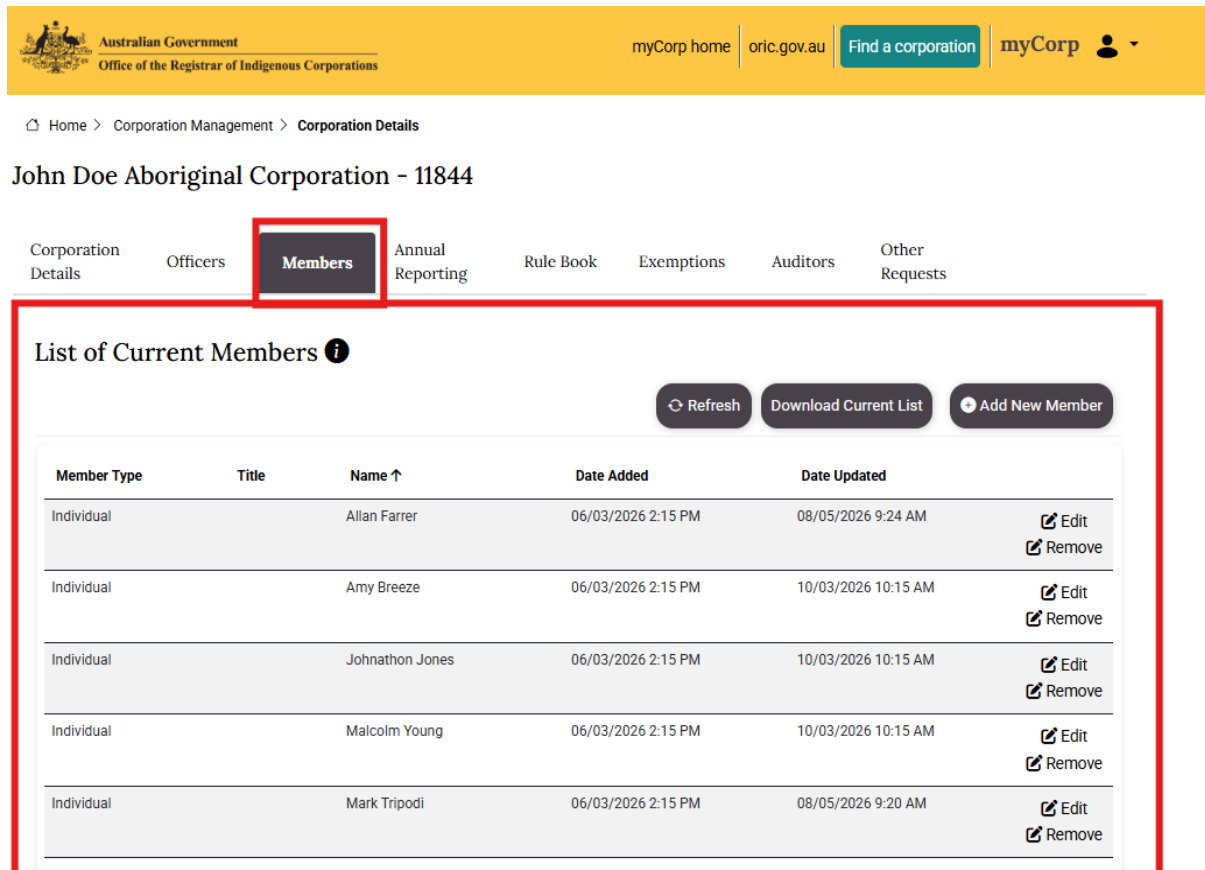
The screenshot shows the 'Corporation Management' page. The header is the same as in Step 7. Below the header, there is a breadcrumb trail 'Home > Corporation Management'. The main heading is 'Select the Corporation you wish to manage'. There is a search bar with the placeholder text 'ICN or Corporation Name' and a search icon. Below the search bar is a table with the following data:

Corporation Name ↑	ICN	Status	
John Doe Aboriginal Corporation	11844	Registered	Edit

Note: If this table is empty then you have not been linked to a registered corporation. You will need to lodge a change of officer form or delegated authority form to have you added to the corporation. If you are a director and nobody in the corporation has access to myCorp, you can email ORIC with a paper copy of the form, which you can find [here](#). You can find information on how the directors can delegate authority [here](#).

2. Adding individual members for a registered corporation

Step 1 Navigate to the 'Members' tab. Here you will see the list of current members, and a list of previous bulk upload attempts.



Australian Government
Office of the Registrar of Indigenous Corporations

myCorp home | oric.gov.au | Find a corporation | myCorp

Home > Corporation Management > Corporation Details

John Doe Aboriginal Corporation - 11844

Corporation Details | Officers | **Members** | Annual Reporting | Rule Book | Exemptions | Auditors | Other Requests

List of Current Members ⓘ

Refresh | Download Current List | Add New Member

Member Type	Title	Name ↑	Date Added	Date Updated	
Individual		Allan Farrer	06/03/2026 2:15 PM	08/05/2026 9:24 AM	Edit Remove
Individual		Amy Breeze	06/03/2026 2:15 PM	10/03/2026 10:15 AM	Edit Remove
Individual		Johnathon Jones	06/03/2026 2:15 PM	10/03/2026 10:15 AM	Edit Remove
Individual		Malcolm Young	06/03/2026 2:15 PM	10/03/2026 10:15 AM	Edit Remove
Individual		Mark Tripodi	06/03/2026 2:15 PM	08/05/2026 9:20 AM	Edit Remove

Step 2 Select the '+Add New Member' button to add a new member to the corporation.

Australian Government
Office of the Registrar of Indigenous Corporations

myCorp home | oric.gov.au | Find a corporation | myCorp

Home > Corporation Management > Corporation Details

John Doe Aboriginal Corporation - 11844

Corporation Details | Officers | **Members** | Annual Reporting | Rule Book | Exemptions | Auditors | Other Requests

List of Current Members ⓘ

Refresh | Download Current List | **+ Add New Member**

Member Type	Title	Name ↑	Date Added	Date Updated	
Individual		Allan Farrer	06/03/2026 2:15 PM	08/05/2026 9:24 AM	✎ Edit ✖ Remove
Individual		Amy Breeze	06/03/2026 2:15 PM	10/03/2026 10:15 AM	✎ Edit ✖ Remove

Step 3 This will open a window where you can enter the new member's details. You must include the member type, first and last name, address and whether the member is non-Indigenous.

Note: For 'Member type' - if the member is an individual person, then select 'Individual'. If the member is a corporate entity, then select 'Corporate Member'.

If relevant, record a subtype for a member. The options for 'Member sub-type' are: 'Director member', 'Associate member' or 'Non-voting member'.

Create

Corporation Members

Member Type ⓘ
Individual

Member sub-type (if applicable) ⓘ
Select

Title
Select

First Name *
Joe

Middle Name
[Empty]

Last Name *
Bloggs

Address ⓘ

The screenshot shows a 'Create' modal window with the following fields: First Name (Joe), Middle Name (empty), Last Name (Bloggs), Address (1 bloggs st canberra 2612), and a dropdown for 'Please indicate if this member is non-Indigenous?' (Indigenous). A red rectangular box highlights the Address and the non-Indigenous status dropdown. A 'Submit' button is located at the bottom left of the form.

Step 4 Press 'Submit' to finish adding the member to the corporation.

This screenshot is identical to the one above, but the 'Submit' button at the bottom left is now highlighted with a red rectangular box, indicating the final step in the process.

Step 5 Review the 'List of Current Members' and confirm that the membership details are correct.

Repeat the process if you wish to add more than one member to the corporation.

You can also update member information by selecting 'Edit' or remove members by selecting 'Remove'.

The screenshot shows the myCorp website interface. At the top, there is a yellow header with the Australian Government logo and the text 'Office of the Registrar of Indigenous Corporations'. Navigation links include 'myCorp home', 'oric.gov.au', 'Find a corporation', and 'myCorp' with a user profile icon. Below the header, a breadcrumb trail reads 'Home > Corporation Management > Corporation Details'. The main heading is 'John Doe Aboriginal Corporation - 11844'. A navigation menu below the heading includes 'Corporation Details', 'Officers', 'Members' (highlighted), 'Annual Reporting', 'Rule Book', 'Exemptions', 'Auditors', and 'Other Requests'. The 'List of Current Members' section features an information icon and three buttons: 'Refresh', 'Download Current List', and 'Add New Member'. A table lists the current members with columns for Member Type, Title, Name, Date Added, and Date Updated. Each row includes 'Edit' and 'Remove' icons. The row for 'Joe Bloggs' is highlighted with a red border.

Member Type	Title	Name ↑	Date Added	Date Updated	
Individual		Allan Farrer	06/03/2026 2:15 PM	08/05/2026 9:24 AM	Edit Remove
Individual		Amy Breeze	06/03/2026 2:15 PM	10/03/2026 10:15 AM	Edit Remove
Individual		Joe Bloggs	08/05/2026 10:35 AM	08/05/2026 10:35 AM	Edit Remove
Individual		Jonathon Jones	06/03/2026 2:15 PM	10/03/2026 10:15 AM	Edit Remove
Individual		Malcolm Young	06/03/2026 2:15 PM	10/03/2026 10:15 AM	Edit Remove
Individual		Mark Tripodi	06/03/2026 2:15 PM	08/05/2026 9:20 AM	Edit Remove

3. Bulk upload of members for a registered corporation

Some corporations will have many members which will require updating at a time. We provide a bulk membership option to avoid having to individually modify members.

Step 1 Navigate to the 'Members' tab. Here you will see the list of current members, removed members as well as previous bulk upload attempts.

Australian Government
Office of the Registrar of Indigenous Corporations

myCorp home | oric.gov.au | Find a corporation | myCorp

Home > Corporation Management > Corporation Details

John Doe Aboriginal Corporation - 11844

Corporation Details | Officers | **Members** | Annual Reporting | Rule Book | Exemptions | Auditors | Other Requests

List of Current Members ⓘ

Refresh | Download Current List | Add New Member

Member Type	Title	Name ↑	Date Added	Date Updated	
Individual		Allan Farrer	06/03/2026 2:15 PM	08/05/2026 9:24 AM	Edit Remove
Individual		Amy Breeze	06/03/2026 2:15 PM	10/03/2026 10:15 AM	Edit Remove
Individual		Johnathon Jones	06/03/2026 2:15 PM	10/03/2026 10:15 AM	Edit Remove
Individual		Malcolm Young	06/03/2026 2:15 PM	10/03/2026 10:15 AM	Edit Remove
Individual		Mark Tripodi	06/03/2026 2:15 PM	08/05/2026 9:20 AM	Edit Remove

Step 2 Click on 'Download Current List' button to download a CSV (comma-separated values) spreadsheet of the current members to your web browser.

Note: You need to keep the spreadsheet in a CSV format.

The screenshot shows the myCorp website interface for 'John Doe Aboriginal Corporation - 11844'. The 'Members' tab is selected and highlighted with a red box. Below the navigation tabs, the 'List of Current Members' section is visible, featuring a 'Download Current List' button also highlighted with a red box. A table of current members is displayed below the buttons.

Member Type	Title	Name ↑	Date Added	Date Updated	
Individual		Allan Farrer	06/03/2026 2:15 PM	26/03/2026 1:21 PM	Edit Remove
Individual		Amy Breeze	06/03/2026 2:15 PM	10/03/2026 10:15 AM	Edit Remove

Step 3 Once the file has been downloaded, click on the file to open it in Excel. You can also find it in your computer's 'Downloads' folder.

The screenshot shows a web browser interface with a download notification for a file named 'Members data 24032025.csv'. The notification is highlighted with a red box. A red arrow points from the 'Download Current List' button in the previous screenshot to the download icon in the browser's toolbar.

Member ty	Member St	Corporate	Title	First name	Middle nar	Last name	Indigeneity	Address
Individual				Allan		Farrer	Indigenous	2 Corner Crescent, Suburbtown ACT, 2000
Individual				Amy		Breeze	Indigenous	2 Corner Crescent, Suburbtown ACT, 2000
Individual				Johnathon		Jones	Indigenous	2 Corner Crescent, Suburbtown ACT, 2000
Individual	Director member		Mr	Malcolm		Barnes	Indigenous	1 Somewhere St Canberra ACT 2000
Individual				Malcolm		Young	Indigenous	2 Corner Crescent, Suburbtown ACT, 2000
Individual				Mark		Tripodi	Indigenous	2 Corner Crescent, Suburbtown ACT, 2000

Step 4 Fill out the mandatory fields for each new member.

These are **member type**, **first and last name**, **address** and **Indigeneity** status.

For the upload to be successful, the data in the rows must include the expected wording which appears within the square brackets in the top row.

For example, in the '**Member Type [Individual/Corporate Member]**' field you must enter either **Individual** or **Corporate Member** in the relevant row. If you enter different data in the fields, the upload will fail.

Note: Do not add additional columns to the spreadsheet as the upload will fail.

Member type [Individual/Corporate Member]	Member S	Corporate Title	First name	Middle nar	Last name	Indigeneity [Indigenous/Non-Indigenous]	Address
Individual			Allan	Farrer		Indigenous	2 Corner Crescent, Suburbtown ACT, 2000
Individual			Amy	Breeze		Indigenous	2 Corner Crescent, Suburbtown ACT, 2000
Individual			Johnathon	Jones		Indigenous	2 Corner Crescent, Suburbtown ACT, 2000
Individual			Malcolm	Young		Indigenous	2 Corner Crescent, Suburbtown ACT, 2000
Individual			Mark	Tripodi		Non-Indigenous	178 Corner Crescent, Suburbtown ACT, 2000

Note: To remove members, simply delete all the information in the row that the member appears in.

For a detailed explanation on what you can enter in these fields, refer to the instructions in the help text next to the Bulk Members Upload heading in myCorp.

Bulk Members Upload

To use the bulk upload functionality, click 'Download Current List' from the 'Members' table and save the CSV file.

You can **add members** in the CSV file by entering the member's details in the next available empty row. You can **update the information of individual members** in the CSV file by changing the information in an existing row. You can **remove a member** by deleting the existing row containing the members details.

Some of the columns can only contain certain values. These columns are:

- 'Member Type' column can only have 2 entries: Individual or Corporate Member.
- 'Member Subtype' can only have 3 entries: Director member, Associate member or Non-voting member.
- 'Indigeneity' column can only have 2 entries: Indigenous or Non-Indigenous.

A few things to note in order to successfully upload the bulk members:

- If you choose to upload your own member list and do not use the 'current member list' as a starting point, please ensure the columns and format matches the 'current member list' CSV template. **Also please ensure the full list of members is uploaded each time. For example, if you upload a CSV file with a single member, all other current members will be removed.**
- DO NOT add new columns or change the column headings in the CSV file. The column headings in your file must exactly match and be in the same order as the downloaded file.

Uploading your file:

The bulk member upload functionality is limited to CSV files only.

Once the CSV file is ready to upload, click the 'Upload' button from the 'Bulk Members Upload' table and select the CSV file to upload. Click the 'Refresh' button on the 'Bulk Members Upload' table to monitor the progress of the upload.

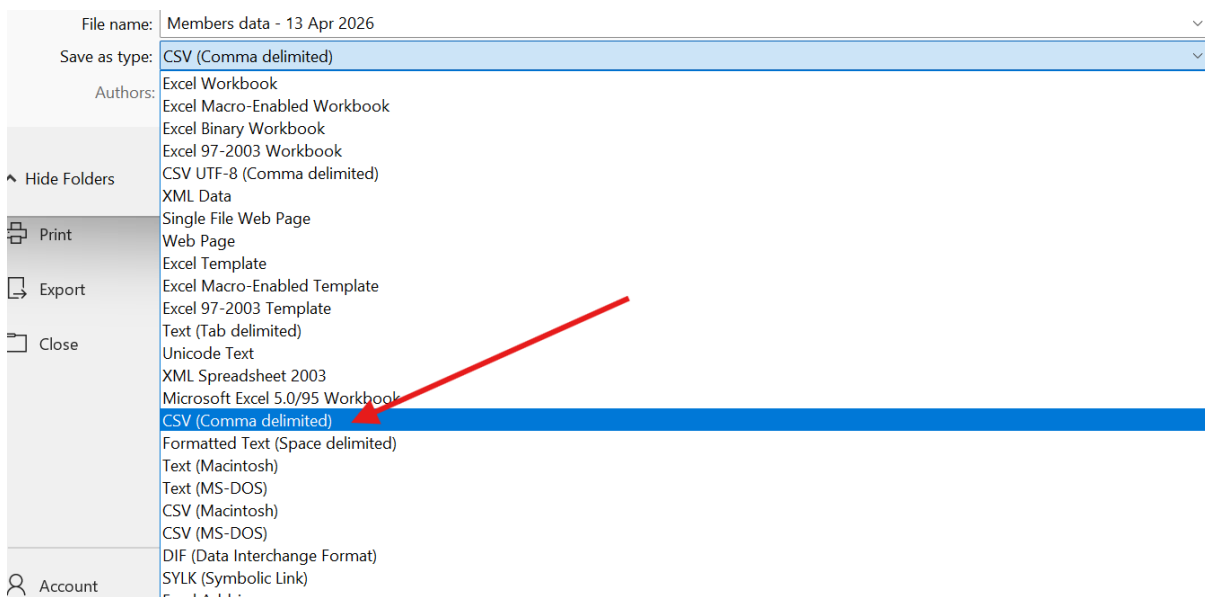
Once the upload is complete, click the 'Refresh' button on the 'Members' table to see the successful updates reflected. Note: Updates will happen automatically but may take up to 60 minutes without clicking refresh.

If the CSV file could not be uploaded, it will show in the 'Bulk Members Upload' table with an 'Upload Status' of 'Error'. By clicking on the 'Error log' on the same line, you can see why the file did not upload. You will need to address the error to successfully upload the file.

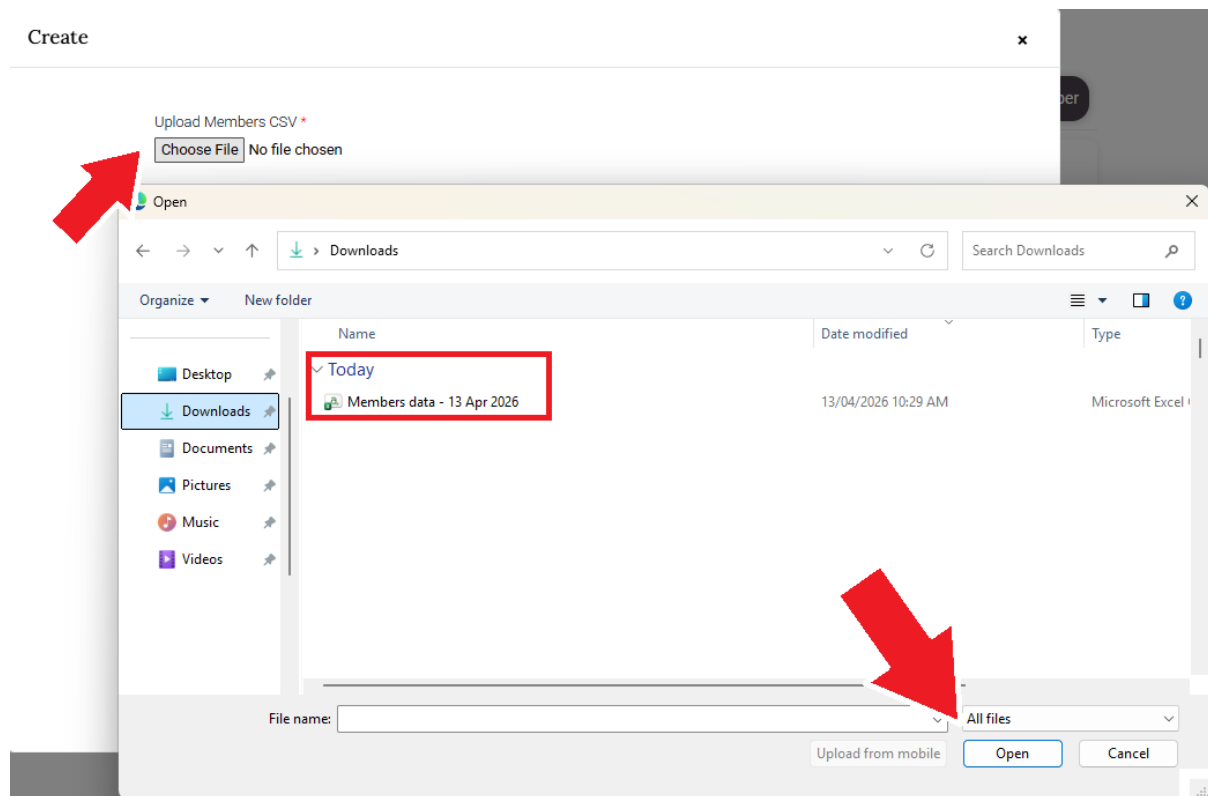
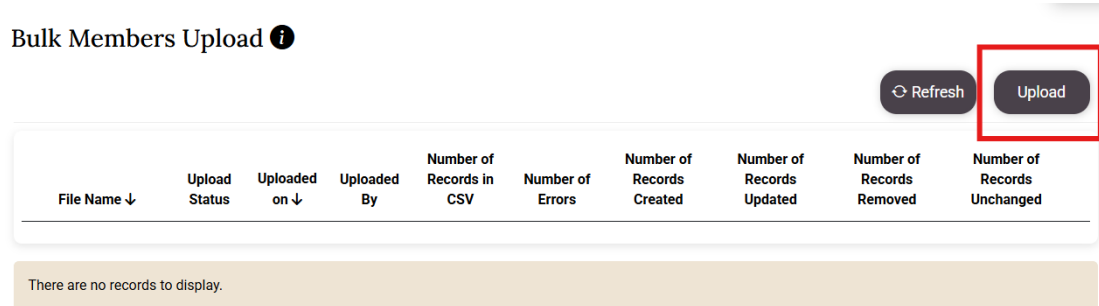
If the CSV contains multiple members with the same name, the upload status will read 'Error - Duplicates'. If you intentionally added 2 different members who share the same name, then you can click on the 'Proceed with Duplicates' button and the upload will continue. If the duplicate member/s were not intentional, correct the CSV file and re-upload the file.

If you have any questions regarding this process, please contact ORIC by calling 1800 622 431 or emailing info@oric.gov.au.

Step 5 Once you have made all necessary changes to the spreadsheet go to 'File' > 'Save as' and make sure the 'Save as type' is set to CSV. Save the file to your computer.



Step 6 Navigate back to myCorp ('Members' tab) and click on 'Upload' above the 'Bulk Members Upload' table. Select the 'Choose file' button. Then select the spreadsheet either by double-clicking on it or by clicking on it once and then selecting the 'Open' button.



Step 7 Select the file and click on 'Upload' - you will notice a new row is added to the 'Bulk Members Upload' table with an upload status of 'Draft'.

Create

 This site is private: Only specific people can view this site. [Learn more](#)

Upload Members CSV *

Members dat... 2026 (3).csv

Bulk Members Upload

File Name ↓	Upload Status	Uploaded on ↓	Uploaded By	Number of Records in CSV	Number of Errors	Number of Records Created	Number of Records Updated	Number of Records Removed	Number of Records Unchanged
Bulk upload _2026-05-08_004308.csv	Draft	08/05/2026 10:43 AM							

Step 8 Click the 'Refresh' button after a moment to see if the upload has progressed.

Bulk Members Upload

File Name ↓	Upload Status	Uploaded on ↓	Uploaded By	Number of Records in CSV	Number of Errors	Number of Records Created	Number of Records Updated	Number of Records Removed	Number of Records Unchanged
Bulk upload (1)_2026-05-07_231845.csv	Draft	08/05/2026 9:18 AM							

Step 9 If there is an error, the upload status will be 'Error' and the 'Error Log' button will appear. To get more information about what went wrong click on the 'Error Log' button.

Bulk Members Upload ?

[Refresh](#) [Upload](#)

File Name ↓	Upload Status	Uploaded on ↓	Uploaded By	Number of Records in CSV	Number of Errors	Number of Records Created	Number of Records Updated	Number of Records Removed	Number of Records Unchanged	
Bulk upload (1)_2026-05-08_09-20-14.csv	Error	08/05/2026 9:18 AM		0	6	0	0	0	0	Error Log

? View details ×


Bulk Upload Details

Row Number	Log Type	Description
3	Error	2 Indigeneity information is missing

Note: If the spreadsheet contains members with the same name, a 'Proceed with duplicates' button will appear. If these are different members, you should select the 'Proceed with duplicates' button. For example, because there is a father and son who have the same name. If the same member is listed more than once in the spreadsheet, you should fix the spreadsheet and upload it again i.e. repeat steps 6 and 7.

Bulk Members Upload

The file(s) **Members data - 26 Mar 2026_2026-03-27_16-02-02.csv** contains duplicate members. If you wish to proceed with the upload, locate the relevant row in the table below and select 'Proceed with Duplicates'.

 Refresh

 Upload

File Name ↓	Upload Status	Uploaded on ↓	Uploaded By	Number of Records in CSV	Number of Errors	Number of Records Created	Number of Records Updated	Number of Records Removed	Number of Records Unchanged	
Members data - 13 Apr 2026_2026-04-13_011017.csv	Draft	13/04/2026 11:10 AM								
Members data - 26 Mar 2026_2026-03-27_16-02-02.csv	Error	26/03/2026 11:29 AM		1229	1	0	0	0	0	<input checked="" type="radio"/> Proceed with duplicates <input type="radio"/> Error Log

Bulk Members Upload

The file(s) **Members data - 26 Mar 2026_2026-03-27_16-02-02.csv** contains duplicate members. If you wish to proceed with the upload, locate the relevant row in the table below and select 'Proceed with Duplicates'.

 Refresh

 Upload

File Name ↓	Upload Status	Uploaded on ↓	Uploaded By	Number of Records in CSV	Number of Errors	Number of Records Created	Number of Records Updated	Number of Records Removed	Number of Records Unchanged	
Members data - 13 Apr 2026_2026-04-13_11-15-17.csv	Completed	13/04/2026 11:10 AM		6	0	0	0	0	6	
Members data - 26 Mar 2026_2026-03-27_16-02-02.csv	Error	26/03/2026 11:29 AM		1229	1	0	0	0	0	<input checked="" type="radio"/> Proceed with duplicates <input type="radio"/> Error Log

Step 10 Use the information in the 'Error Log' to review and fix any issues with the spreadsheet. Save the file and upload again i.e. repeat steps 6 and 7.

Step 11 If the issue is resolved the upload status will be 'Completed' and you will see your changes reflected immediately in the 'List of Current Members'.

Bulk Members Upload i

Refresh Upload

File Name ↓	Upload Status	Uploaded on ↓	Uploaded By	Number of Records in CSV	Number of Errors	Number of Records Created	Number of Records Updated	Number of Records Removed	Number of Records Unchanged
Members data - 13 Apr 2026_2026-04-13_11-15-17.csv	Completed	13/04/2026 11:10 AM		6	0	0	0	0	6

John Doe Aboriginal Corporation - 11844

[Corporation Details](#)
[Officers](#)
Members
[Annual Reporting](#)
[Rule Book](#)
[Exemptions](#)
[Auditors](#)
[Other Requests](#)

List of Current Members i

Refresh Download Current List + Add New Member

Member Type	Title	Name ↑	Date Added	Date Updated	
Individual		Allan Farrer	06/03/2026 2:15 PM	08/05/2026 9:24 AM	Edit Remove
Individual		Amy Breeze	06/03/2026 2:15 PM	10/03/2026 10:15 AM	Edit Remove
Individual		Johnathon Jones	06/03/2026 2:15 PM	10/03/2026 10:15 AM	Edit Remove
Individual		Malcolm Young	06/03/2026 2:15 PM	10/03/2026 10:15 AM	Edit Remove
Individual		Mark Tripodi	06/03/2026 2:15 PM	08/05/2026 9:20 AM	Edit Remove