



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

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1. Signing into myCorp

Step 1 Sign in to your [myCorp](#) account using your email address and password.

If you don't have a myCorp account, you will need to select the 'Sign up now' option.



Sign in with the email address you used to sign up to myCorp. [Learn more about myCorp user accounts here.](#)

Email Address

Password

Forgot your password?

Sign In

Or if you don't have an account:

Sign up now

Ask ORIC



Use this form to submit a general enquiry or report a concern to ORIC.

Step 2 Click the 'Send verification code' button.

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 search your emails for 'email verification code'.

Step 3 Enter the verification code and select 'Verify code'.



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Find a corporationmyCorp

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

Ask ORIC



Use this form to submit a general enquiry or report a concern to ORIC.

Step 4 Press 'Continue' to finish signing in.



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Please provide the following details.

E-mail address verified. You can now continue.

Email Address *

Verification code

Continue

Cancel

Ask ORIC



Use this form to submit a general enquiry or report a concern to ORIC.

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.



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Corporation Details

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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.

The screenshot shows the 'John Doe Aboriginal Corporation - 11844' page. The 'Members' tab is selected in the top navigation bar. Below the navigation bar, there is a section titled 'List of Current Members' with an information icon. To the right of this section are three buttons: 'Refresh', 'Download Current List', and 'Add New Member'. The 'Add New Member' button is highlighted with a red box. Below the buttons is a table with the following columns: 'Member Type', 'Title', 'Name', 'Date Added', and 'Date Updated'. The table contains two rows of data:

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

Step 3 This will open a window where you can enter the new members' 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'.

The screenshot shows the 'Create' window for adding a new member. The window is titled 'Corporation Members'. It contains the following fields:

- Member Type**: A dropdown menu with 'Individual' selected. This field is highlighted with a red box.
- Member sub-type (if applicable)**: A dropdown menu with 'Select' selected.
- Title**: A dropdown menu with 'Select' selected.
- First Name ***: A text input field with 'Joe' entered. This field is highlighted with a red box.
- Middle Name**: A text input field.
- Last Name ***: A text input field with 'Bloggs' entered. This field is highlighted with a red box.
- Address**: A text input field.

Create

First Name *

Joe

Middle Name

Last Name *

Bloggs

Address ⓘ *

1 bloggs st canberra 2612

Please indicate if this member is non-Indigenous? ⓘ *

Indigenous

Submit

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

Create

First Name *

Joe

Middle Name

Last Name *

Bloggs

Address ⓘ *

1 bloggs st canberra 2612

Please indicate if this member is non-Indigenous? ⓘ *

Indigenous

Submit

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'.



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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		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.



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Home > Corporation Management > **Corporation Details**

John Doe Aboriginal Corporation - 11844

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

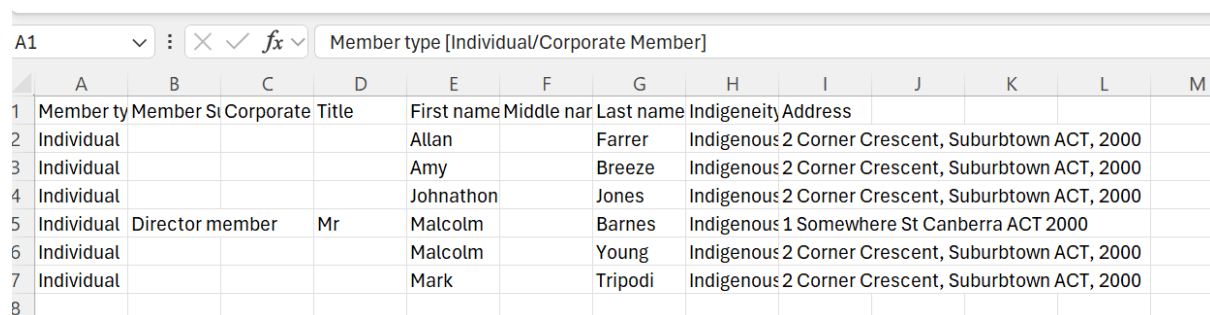
List of Current Members 

[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

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

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.



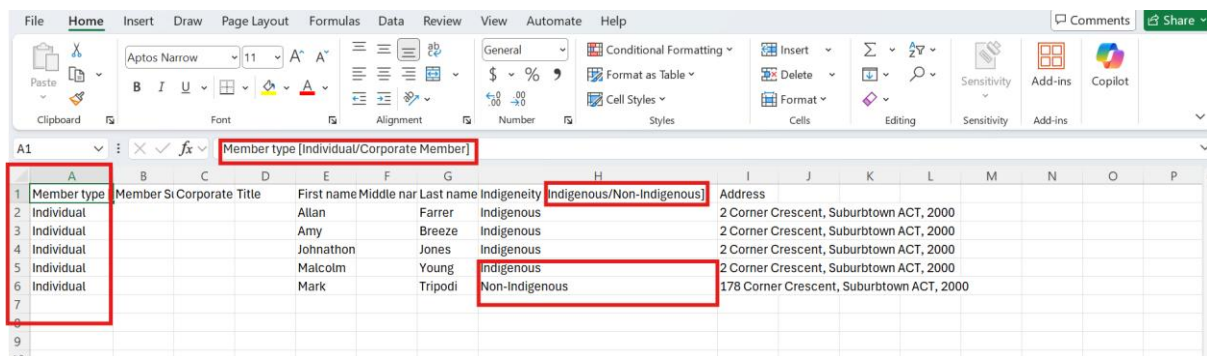
Step 4 Fill out the mandatory fields for each new member.

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 column.

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 SI	Corporate Title	First name	Middle name	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			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.

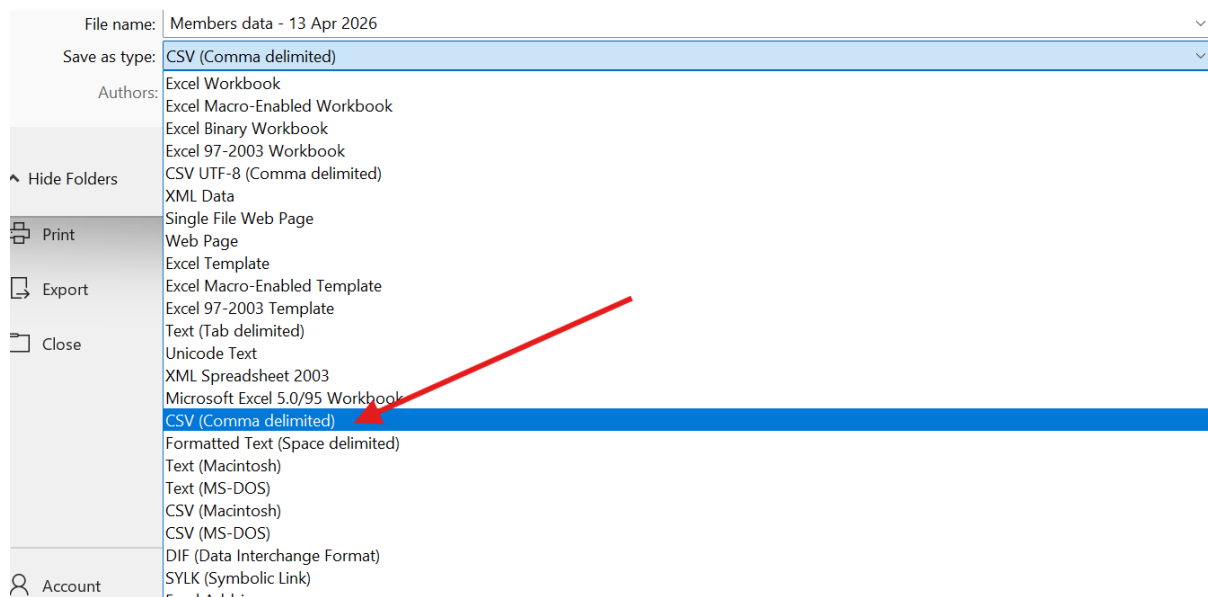
Once the upload is complete, click the 'Refresh' button on the 'Members' table to see the successful updates reflected. Note: Updates will happen automatically but may take up to 60 minutes without clicking refresh.

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 the myCorp portal ('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.

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

There are no records to display.

Create

Upload Members CSV *

Choose File

No file chosen

Open

Downloads

Organize

New folder

Name

Date modified

Type

Desktop

Downloads

Documents

Pictures

Music

Videos

Today

Members data - 13 Apr 2026

13/04/2026 10:29 AM

Microsoft Excel

File name:

All files

Upload from mobile

Open

Cancel

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 *

Choose File

Members dat... 2026 (3).csv

Upload

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 _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 ⓘ

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)_2026-05-07_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	Proceed with duplicates 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	Proceed with duplicates 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 ⓘ

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 ⓘ

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	EditRemove
Individual		Amy Breeze	06/03/2026 2:15 PM	10/03/2026 10:15 AM	EditRemove
Individual		Johnathon Jones	06/03/2026 2:15 PM	10/03/2026 10:15 AM	EditRemove
Individual		Malcolm Young	06/03/2026 2:15 PM	10/03/2026 10:15 AM	EditRemove
Individual		Mark Tripodi	06/03/2026 2:15 PM	08/05/2026 9:20 AM	EditRemove