Follow the steps below to update your JP Online profile and account details.

**Step 1: log in**

Go to JP Online and log in to your account. Click your name in the right corner of the blue ribbon.
Step 2: enter new details

Enter your new details in the relevant field, then select **Update Details**.

You can update other sections of your profile such as:

- your password
- JP Public Register details including hours of availability (only available to appointed JPs)
- preferred languages
- your address (only available to appointed JPs).

To update another part of your profile, select the section to display and edit your details.
Step 3: sign out

Select **Log off** when you have finished to keep your account secure.

For more information

Visit the website at

Email
jp@justice.nsw.gov.au

Write to
Appointment Services
NSW Department of Justice
Sydney NSW 2001

Call the JP Infoline
02 8688 7487
(9am-5pm Monday to Friday)