

Customer Nominated Contact

Request to change a Customer Member's role

1 Navigate to the **My eRooms** page and **select** the appropriate Room (A) from the list of available Rooms.

(HM Revenue & Customs		HMRC Home		Help	
t	My Services > My eRooms			logout	•	
	My eRooms					
	remove member from org,					
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	eRooms Dashboards					A available Rooms
	Active eRooms					
A	Business Contact Unit: Castleroy plc					
T	All My eRooms					
	active eRoom	description	community			
	Business Contact Unit: Castleroy plc		Business Contact Unit			
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2 Select the **change roles** (B).

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My Services > My eRooms > Business Contact Unit: Castleroy plc	logout 🕨 🌽 🏠 🕢 🤱 🤱	
Business Contact Unit: Castleroy plc		
add member remove member from room change roles		
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Announcements add a comment		
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Quick Reference Guide

3 Check the **checkbox(es)** alongside the relevant member(s) (C) and select **Next** (D).



4 Select an appropriate **role** (E) for the member and select **Next** (F).

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E	Nex	xt Previous	Cancel		
	Castleroy plc Change Customer Member Role - Select New Role Please select a new role for each member(s) from the drop down menu(s) then click the 'Next' button.			E Available roles	
		Omar Farager	Castlerov plc (Participants)	Alla Channa)	G Novt button
		ond failed		(No Change) (No Change) Castlercy plc (CNC) Castlercy plc (Participant) Castlercy plc (Observer)	U Next button
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- 5 This screen confirms that your request has been sent to the Room's BAOs for approval.
- 6 Select Close (G) and return to the Room's homepage.

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G	Castleroy plc Change Customer Member Role - Request Completed	
	Your request to change the following roles has been submitted to the room's Business Authorising Officers (BAOs). If you have any queries regarding your request please contact the BAOs.	G Close button
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