

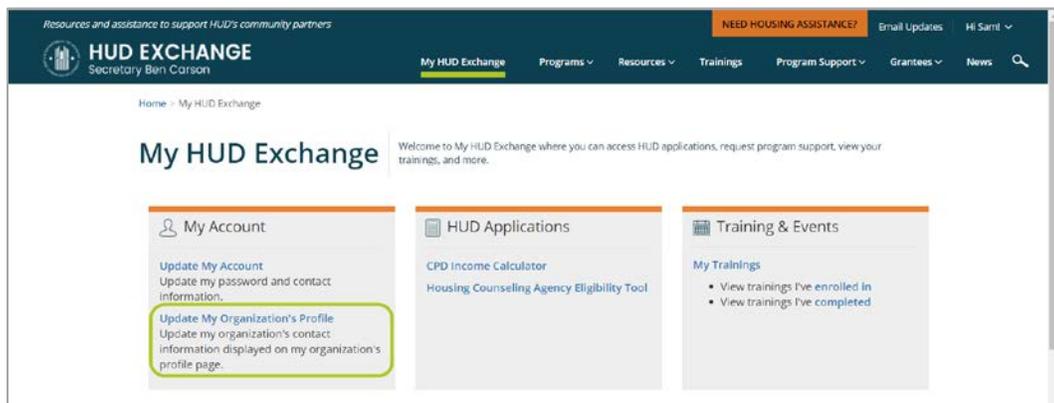
# HUD Exchange Grantee Information Change Request Instructions

Need to submit an edit to a [grantee page](#) on the HUD Exchange? Follow the steps below to submit the edits. All submissions will be reviewed by the HUD Exchange website team prior to posting.

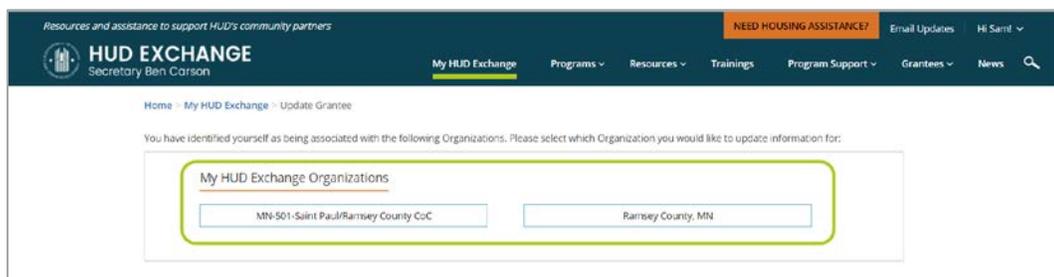
- [If you have a HUD Exchange account and you are a representative of the grantee](#)
- [If you do not have a HUD Exchange account or are not a representative of the grantee](#)

## If you have a HUD Exchange account and you are a representative of the grantee

1. Go to <https://www.hudexchange.info/hudexchange-portal/> and log in using your HUD Exchange credentials.
2. On the My HUD Exchange page, select “Update my Organization’s Profile”



3. You will see a list of organizations with which your HUD Exchange account is associated. Select the organization for which you want to submit edits.



Note: This list is based on the organization(s) you selected when you created your HUD Exchange account. If you need to edit your organization information, return to the My HUD Exchange page and select “Update My Account” to select a different organization.

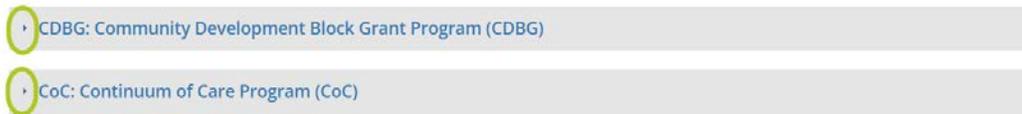
4. From this page you can submit edits to: Add, Edit, or Delete information currently posted. Be sure to select “Submit” after each edit.

#### **General Grantee Information**

- ***Submit a Comment***  
Use this field to send the HUD Exchange website team a message.
- ***Website***
- ***Note***  
This note will display on the grantee page.
- ***Elected Official***

#### **Program-Specific Grantee Information**

To submit edits for a specific program, scroll down to find the program of interest and expand that section by click on the arrow to the right of the program name. Then add/edit/delete information as needed.



- ***Points of Contact***
- ***Jurisdiction***
- ***Subrecipients/Project Sponsors***
- ***Success Stories/Projects***

5. A record of your submitted edits will appear in the log at the top of the page.
6. The HUD Exchange website team will review your submission prior to posting on the HUD Exchange. You may be contacted for additional information.

### **If you do not have a HUD Exchange account or are not a representative of the grantee**

1. Please contact the HUD Exchange using the [Contact Us Form](#).
2. In the request please provide the following information:
  - Web address for the page that should be updated
  - What information should be added, edited, or deleted
  - When providing contact information please provide:
    - First and Last Name
    - Title
    - Department
    - Address
    - Phone
    - Email