

## How do I...?

Whether you are new to the Insolvency and Trustee Service website or have used our online services before, this range of information will help you to use our range of online services.

### [How do I set up a new account?](#)

To file claims online, registration is mandatory.

### [How do I set up a user for my organisation?](#)

An organisation is able to register employees as users under their organisation name.

### [How do I search the Insolvency and SIO register?](#)

There are now two separate registers on our website.

### [How do I file a claim?](#)

You must be a registered user to be able to file a claim online.

### [How do I amend or withdraw a claim online?](#)

To amend or withdraw a claim you must first logon using your registered username and password.

### [How do I set up a creditor register?](#)

To set up a creditor register, logon using your administrator username and password by selecting the Logon button from the home page.

### [How do I update my organisation details?](#)

Logon to the website using your assigned administrator username and password to amend your details.

### [How do I update my logon details?](#)

Logon to the website using your assigned username and password to amend your details.

### [Animated demonstrations](#)

If you need help figuring out how to do things on the Insolvency and Trustee Service website, our animated tutorials will help you on your way.