Organization Management

How do I set organization specifics?

To set organization specifics, follow these steps:

1. Go to the Admin Tools tab at the top.
2. Go to Organization Settings under the Organization Management heading.
3. From here, update your organization settings:

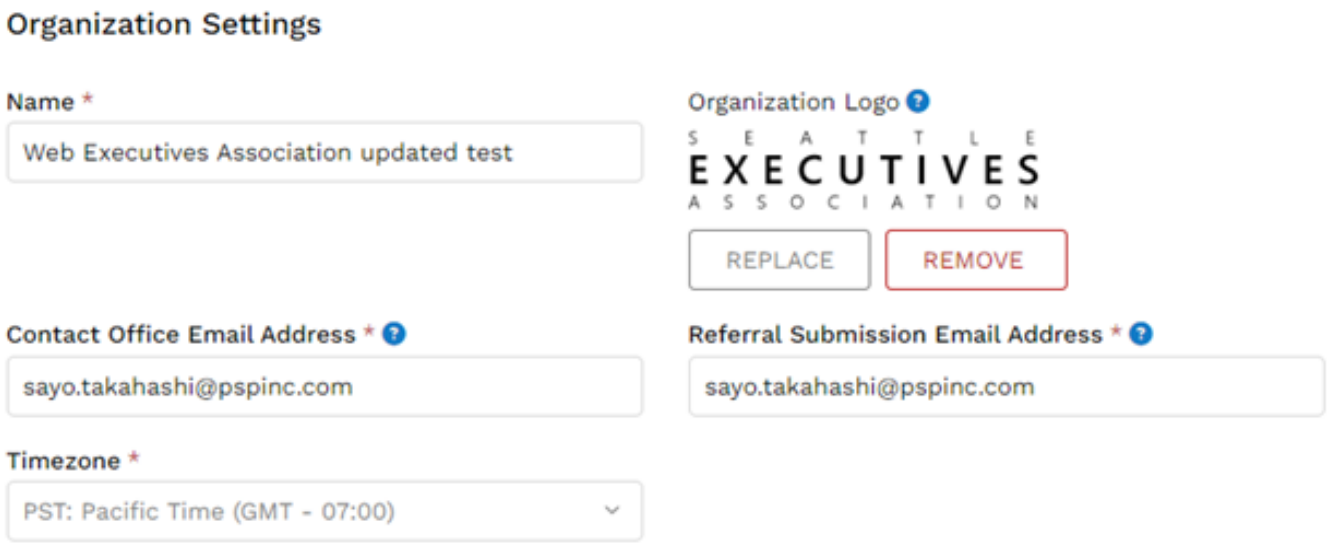
a. Change your organization’s Name

b. Change your organization’s Logo

c. Update, rearrange, add, or remove email address(es) from the Contact Office Email Address

d. Update, rearrange, add, or remove the email address(es) from the Referral Submission Email Address

e. Change Time Zone



4. Once finished, click on the blue Update Settings button.



Didn't find what you’re looking for? Contact Biznomos Support online or call toll-free at 1-800-232-3989 for additional help.

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