

# 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

### Organization Settings

Name \*

Web Executives Association updated test

Organization Logo ?

S E A T T L E  
**EXECUTIVES**  
A S S O C I A T I O N

REPLACE

REMOVE

Contact Office Email Address \* ?

sayo.takahashi@pspinc.com

Referral Submission Email Address \* ?

sayo.takahashi@pspinc.com

Timezone \*

PST: Pacific Time (GMT - 07:00) ▾

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

UPDATE SETTINGS

Didn't find what you're looking for? [Contact Biznomos Support](#) online or call toll-free at [1-800-232-3989](tel:1-800-232-3989) for additional help.

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