

## Change Organizations:

### Company, Cost Center, Division, Workplace Location Category Changes

Click on the *My Team Application*:

1. Identify the TSM whose organization assignment you want to change, hover over their button and click on the **Three Dots** button that appears
2. Hover over the **Organization** hyperlink
3. Click on **Change Organization Assignments**
4. The **Effective Date** will default to the current date. Update to the date the organization change took effect.
5. Click **OK** at the bottom of the page
6. By clicking the pencil button, you can **update**:
  1. Company
  2. Cost Center - Cost Centers begin with the 3 digit country code for convenience.
  3. US ONLY - Dental Area/Center/Region
  4. Division (which ties into Business Unit automatically)
  5. Workplace Location Category
  6. US ONLY - Vaccine Requirement for Position
7. When all fields are updated, click **Submit** at the bottom of the page.