

Organizations Tab

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How do I access my registered organizations?

Click the [Organizations](#) tab and to find the organizations to which you are registered. The context menu allows you to open the respective Organization Folder.

How do I register to another organization?

1. Click the [Organizations](#) tab.
2. Click the **Register to Another Organization** button and search for the organization under which you want to register
3. Select the **Register** context menu option.
4. Select your Role within the organization, and then Save your work.

How do I view or manage users for my organization?

On the [Organizations](#) tab, click the [Manager Performance Sites](#) context menu link for the organization whose sites you want to view or manage.

OR

1. On the [Organizations](#) tab, click the [Organization Folder](#) link for the organization whose performance sites you want to view or manage.
2. Click the [Performance Sites](#) link in the left navigation panel.

How do I change my organization's communication contact?

1. On the [Organizations](#) tab, click the [Organization Folder](#) link for the organization whose contact you want to change.
2. Click the [Users](#) link in the left navigation panel.
3. Select the **Set as Contact** context menu option for the user you want to make the communication contact. You may also add a new communication contact by clicking the **Add New Communication Contact** button.

How do I view or update my organization profile?

On the [Organizations](#) tab, click the [Organization Profile](#) context menu link for the organization whose profile you want to view or manage.

OR

1. On the [Organizations](#) tab, click the [Organization Folder](#) link for the organization whose profile you want to view or manage.
2. Click the [Profile](#) link in the left navigation panel within the organization folder.



Note:

You cannot update the organization information in the EHBs. If the information is incorrect, you need to update it in SAM and then use the Import Changes from SAM button in EHBs to refresh the organization information.

How do I access or manage my organization's Performance Sites?

On the [Organizations](#) tab, click the [Manager Performance Sites](#) context menu link for the organization whose sites you want to view or manage.

OR

1. On the [Organizations](#) tab, click the [Organization Folder](#) link for the organization whose performance sites you want to view or manage.
2. Click the [Performance Sites](#) link in the left navigation panel.
