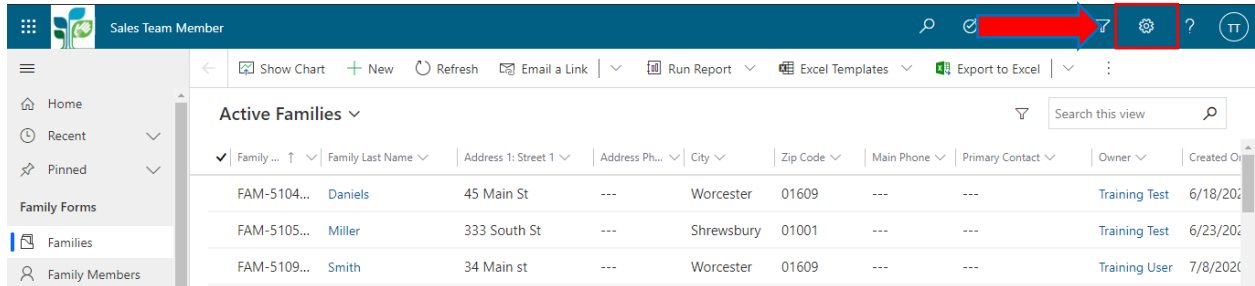
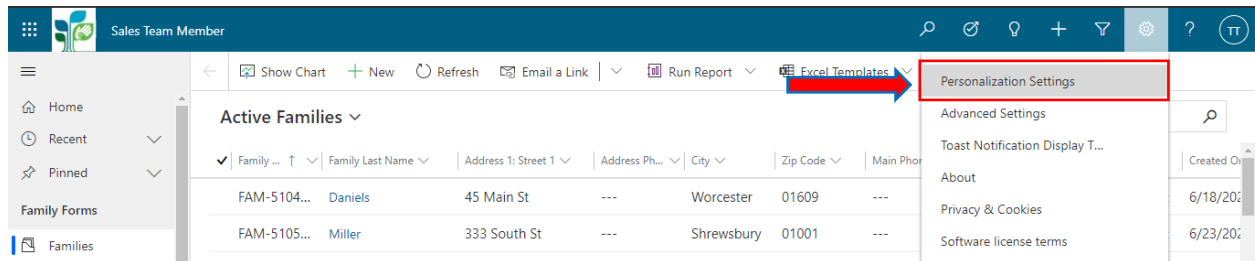


## Directions for Changing CRM Time Zone

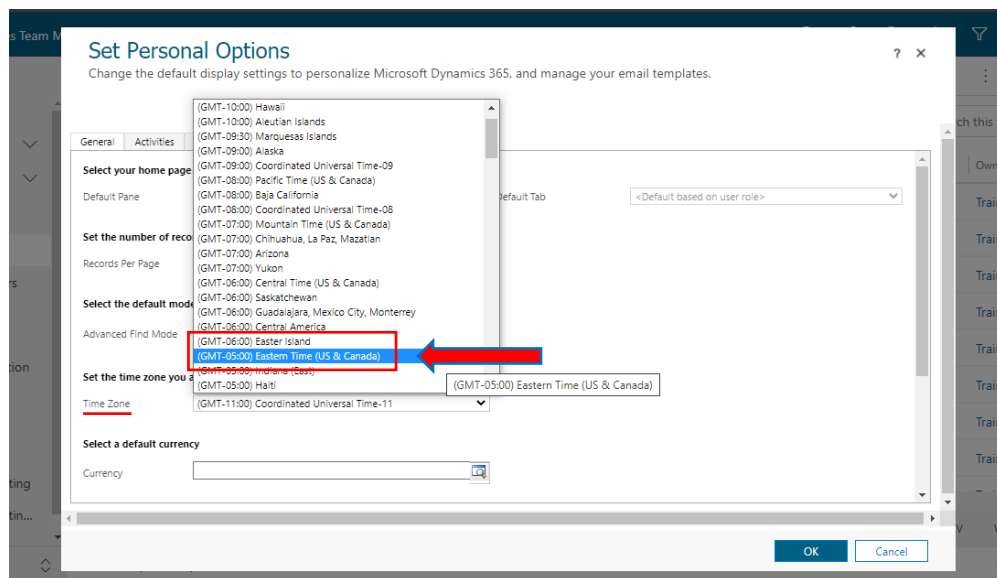
1. Once logged into the CRM, select the gear icon in the top right corner.



2. Now select "Personalization Settings".



3. The "Time Zone" field should state: **(GMT-5:00) Eastern Time (US & Canada)**. If any other time zone is showing, please select the correct one from the drop-down box.



4. Once you are done, select **“OK”**.

