View & Update Center Information

To access the Manage Center Information window:

1. Click the **Select Center** drop-down menu at the top of the window and select the center to view.

2. Click **Centers** from the toolbar.
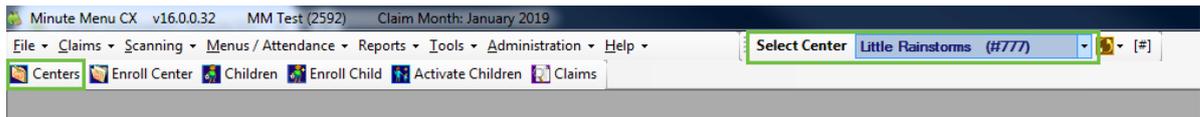
3. The Manage Center Information window opens. This window is divided into three tabs:

   - General

   - License/Schedule

   - Oversight

4. Review the information in each tab and ensure that it is correct for the claim month on which you are working.

5. Click **Save** to save any changes.