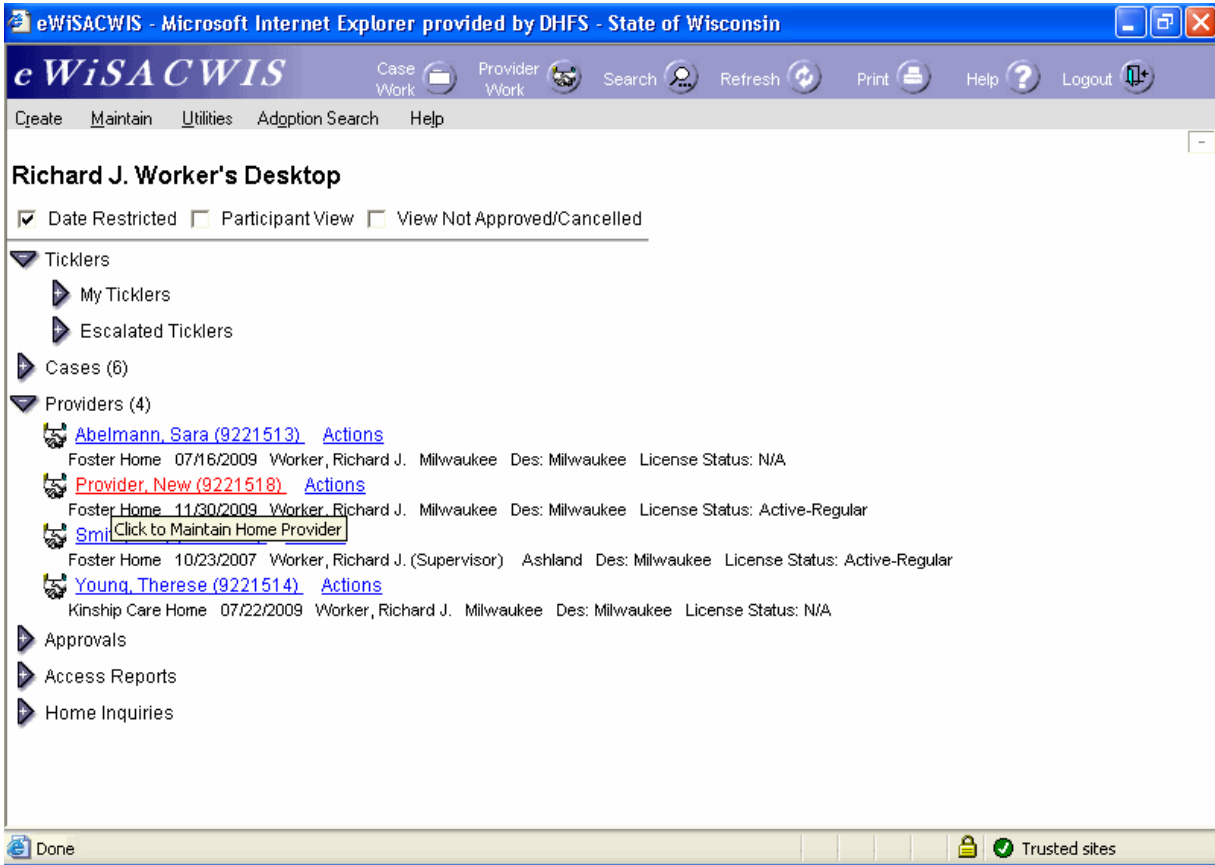


# Change a Designated County

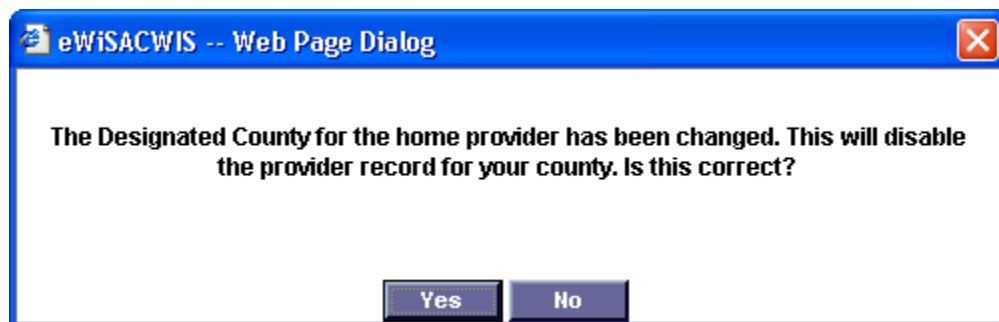
**Note:** Workers who are not from the designated county have limited access to the provider record, and are not able to process provider address modifications.

1. From the desktop, expand the Providers expando. Click on the name of the provider. This will open the Home Provider page.



- On the Home Provider page, in the Designated County drop-down in the Additional Information group box, select the county you would like to change the designated county to. The drop-down contains values of all counties in Wisconsin. The county that holds the current license to this provider should be selected. If the original designated county no longer licenses this provider and a new county licenses this provider, the new county will need to take assignment to the provider.

- Click Save. You will receive the following pop-up message



- Click Yes. This will freeze the Home Provider page. Click Close.