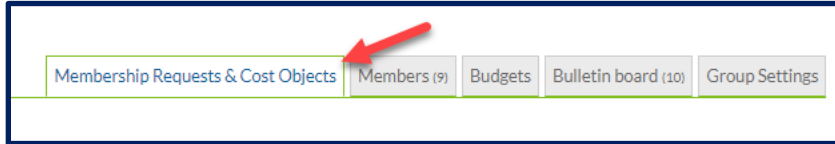
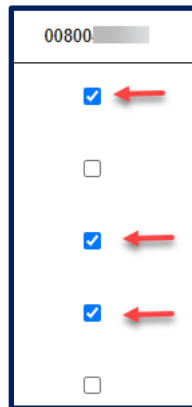


How to Disable an IO or Cost Center in iLab

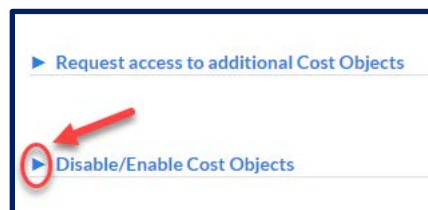
1. Log into your iLab account and click on the Membership Requests & Cost Objects tab.



2. Go to the grid that displays your IO's/cost centers and deselect the check boxes under the IO you wish to disable.



3. Scroll down to the bottom of the page and click on the blue triangle next to **Disable/Enable Cost Objects**



- 4a. Deselect the IO/cost center you wish to disable.
- 4b. Click the Save Changes button.

