How to change the District in ICS account

1. Admins will only change the district in your account if you are designated to another district. If you remain within the same district, there is no need to change the district.
2. Make sure you have no pending or rejected transactions. We will require you to complete them first before changing your designated district.
3. Message your admin and request a district change while providing a reassignment order.
4. Wait for response.