



Zoho Corporation

Change Account Owner

The user who created the Zoho Shifts organization is referred to as the account owner. The account owner can transfer ownership through the following steps.

1. Click on the **Settings** icon.
2. Click on the **Change Account Owner** option.
3. Select the new account owner from the dropdown.

Note: *The new account owner should be assigned the Administrator access level.*

4. Click on **Change Account Owner**.

The account owner can also send an email to support@zohoshifts.com from the registered email address requesting to change the account owner.