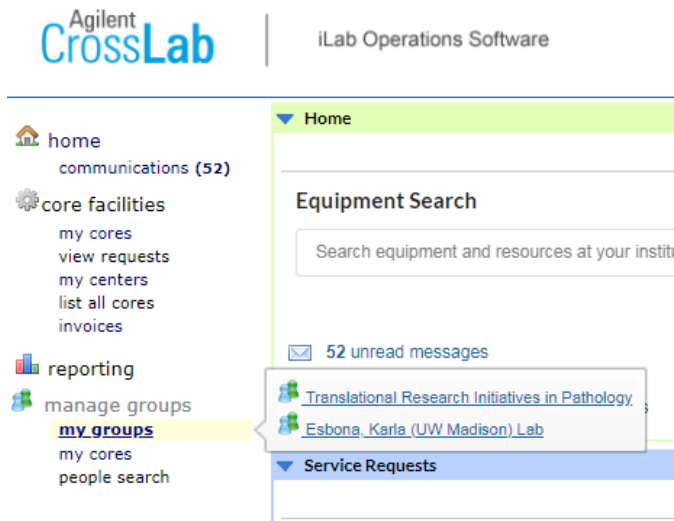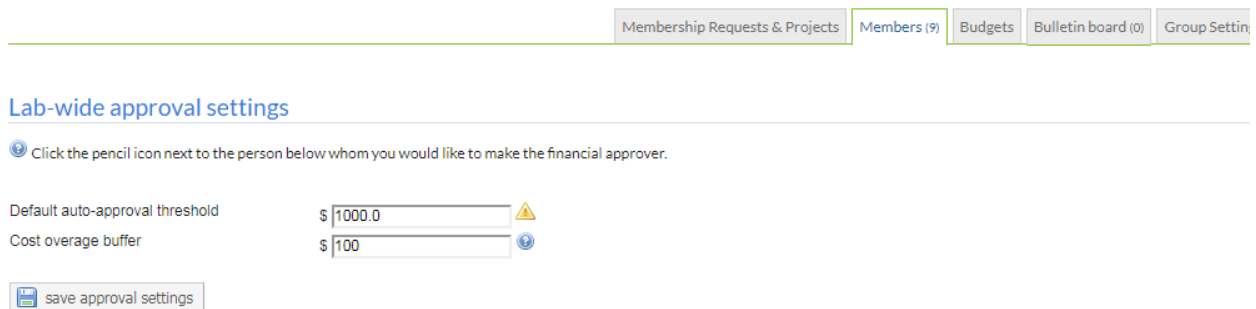# How to become a financial manager in iLab:

After you become a member of a lab in iLab, the PI or assigned alternate manager can make membership status changes such as selecting members as financial managers, adding/hiding funding, etc.

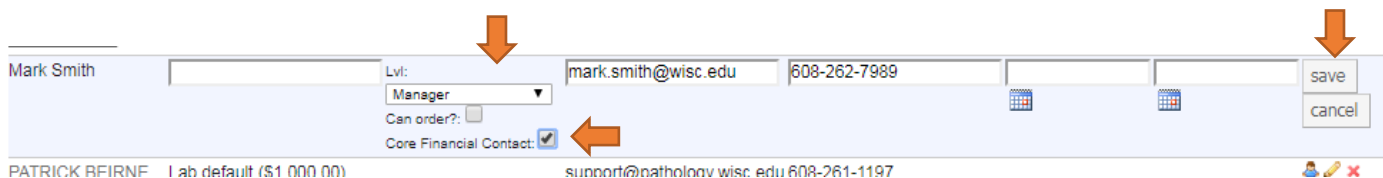1. Under "Manage Groups", hover over "My group" and select appropriate lab.

2. Under "Lab members and setting", click on the yellow pencil next to the name of the person you want to change membership status.

3. Under "Lvl:", select "Manager" option and check the box for "Core Financial Contact". Click Save.

Now, you will be able to check for invoices, work progress, change and update funding accounts, etc.