

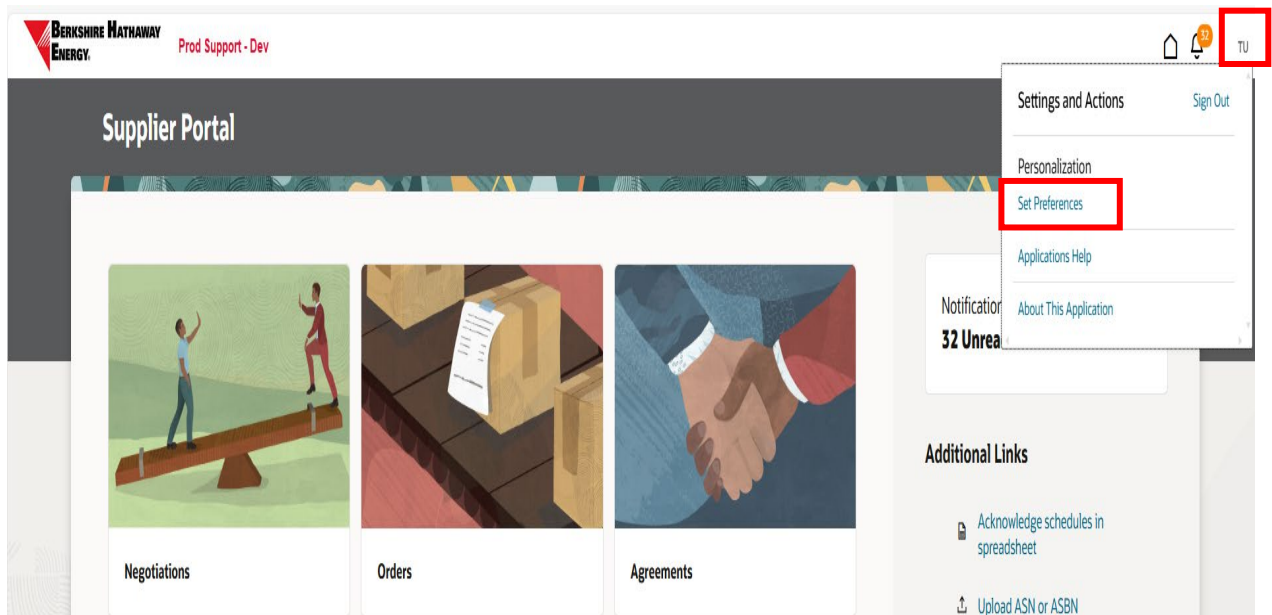
# External Supplier: Changing User Time Zone Preferences Job Aid

Version 1.0 / Updated September 1, 2025

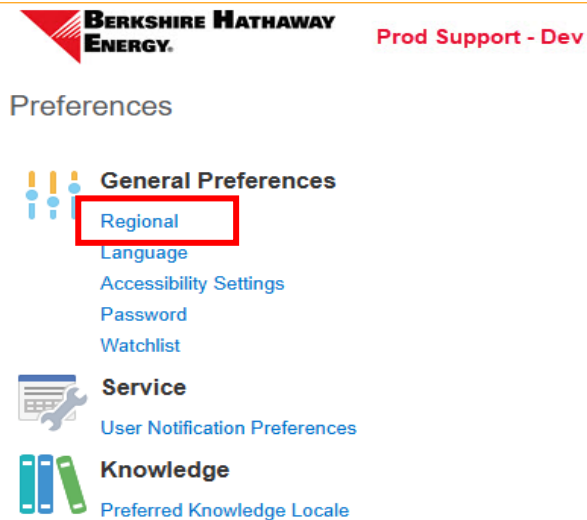
*This job aid provides step-by-step instructions for external supplier administrators on how to create invoice in the supplier portal.*

## Part 1: Navigate to Settings and Actions

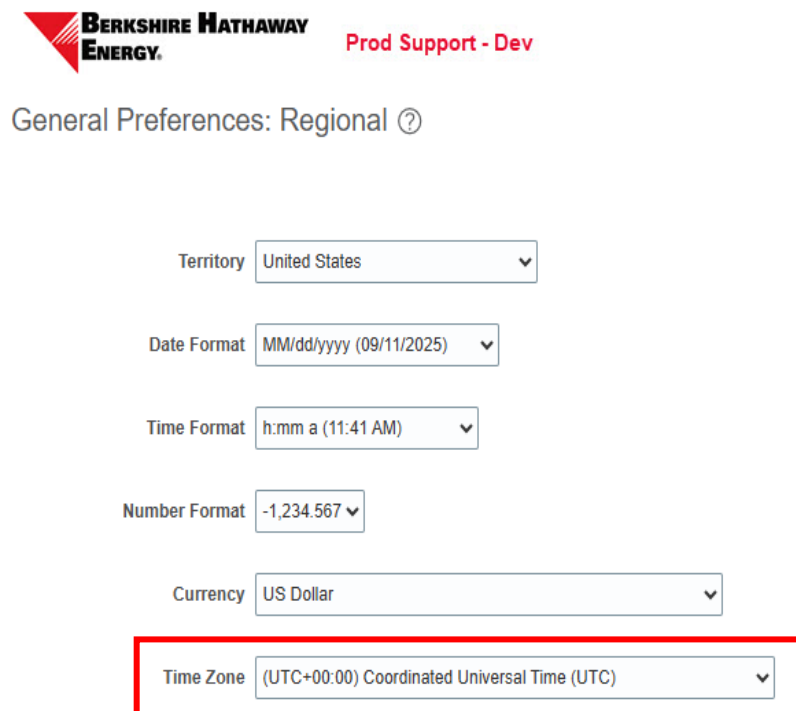
1. From the Redwood landing page, select the User Initials in the top right of the screen, then select 'Set Preferences' from the dialog box.










2. The 'Preferences' screen is now displayed. Navigation to Time Zone preferences can be found by selecting 'Regional' under 'General Preference'.



3. Time Zones can be changed from the drop-down dialog box titled 'Time Zone'.



4. The drop-down dialog box contains a list of available time zones for the user to select. Select the preferred time zone.

 **BERKSHIRE HATHAWAY  
ENERGY.** Prod Support - Dev  
  
General Preferences: Regional ?  
  
Territory    
  
Date Format    
  
Time Format    
  
Number Format    
  
Currency    
  
Time Zone    

(UTC-11:00) Pago Pago - Samoa Time (ST)

(UTC-10:00) Honolulu - Hawaii Time (HT)

(UTC-09:00) Alaska Time (AKT)

(UTC-08:00) Los Angeles - Pacific Time (PT)

(UTC-07:00) Phoenix - Mountain Time (MT)

(UTC-07:00) Denver - Mountain Time (MT)

(UTC-06:00) Regina - Central Time (CT)

(UTC-06:00) Chicago - Central Time (CT)

(UTC-05:00) Indianapolis, Indiana - Eastern Time (ET)

(UTC-05:00) New York - Eastern Time (ET)

(UTC-04:00) Canada Atlantic Time (AT)

(UTC-04:00) Santiago - Chile Time (CLT)

(UTC-03:30) St Johns - Newfoundland Time (NT)

(UTC-03:00) Godthab - Western Greenland Time (WGT)

(UTC-03:00) Sao Paulo - Brasilia Time (BRT)

(UTC-02:00) Noronha - Fernando de Noronha Time (FNT)

(UTC+00:00) London - Greenwich Mean Time (GMT)

(UTC+00:00) Coordinated Universal Time (UTC)

(UTC+01:00) Belgrade - Central European Time (CET)

(UTC+01:00) Tunis - Central European Time (CET)

- Once preferred time zone is selected, click 'Save and Close' for the change to take effect



- Navigate back to the home screen by clicking the 'Home' button shown below.

