HOW DO YOU ADD NEW MEMBER TO THE ORGANIZATION AS AN ADMINISTRATOR?

1. If you are not logged in already, follow the steps below
   a. Log in as the organization administrator
   b. Click on the My Account tile and click My Organizations.

2. If you are logged in, then click on the 'My Organization' breadcrumb.

3. Click on the name of the organization you wish to manage.

4. Click on the “Add Member” button.
5. Enter the email ids of members separated by commas and click submit.
6. A confirmation message will be displayed. Users who are already registered in the eFile and eServe system are added to the “Active Members” list. Users who are not registered are added to the “Pre-Approved Members” list.

Organization Details

Administrators

Active Members

Join Requests

Pre-Approved Members