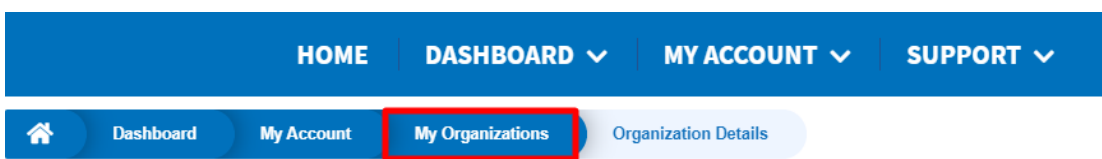




### HOW DO YOU ADD NEW MEMBER TO THE ORGANIZATION AS AN ADMINISTRATOR?

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.

#### My Organizations

| Organization                           | Type           | Website | Contact Name | Contact Email           | Contact Number | Address   | Actions |
|--|----------------|---------|--------------|-------------------------|----------------|---|---------|
| Wingstein and Dragger Attorneys of Law | Court Reporter |         | Tiju Issac   | tijutester123@gmail.com | 1154525255     | 56 Constitution Ave ,<br>Peachtree City , GA 30268 ,<br>Idaho , United States | Edit    |

4. Click on the “Add Members” button.

#### Organization Details

|                    |   |
|--------------------|---|
| Name               | Wingstein and Dragger Attorneys of Law                          |
| Website            |   |
| Organization Email | info@wingstein.com  |
| Contact Name       | Tiju Issac  |
| Contact Number     | 1154525255  |
| Organization Type  | Court Reporter  |
| Address            | 56 Constitution Ave , Peachtree City , GA 30268 , United States |

[View More Organization Details](#)

[Add Members](#)

[Edit Organization](#)

[Manage Mailboxes](#)



5. Enter the email ids of members separated by commas and click submit.

### Add Members

Organization : Wingstein and Dragger Attorneys at Law

**Add Members \*** [Help ?](#)

rahultester002@gmail.com,caroltester001@gmail.com,digger@gmail.com

Enter email addresses of users to be added to organization separated by commas.

**Submit** **Cancel**

6. A confirmation message will be displayed.



# eFile and eServe

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

- ✓ Added 3 users to the organization.
- An email notification has been sent to the users.
- An email notification has been sent to the organization administrator(s).

|                    |  |
|--------------------|--|
| Name               | Wingstein and Dragger Attorneys of Law                       |
| Website            |  |
| Organization Email | info@wingstein.com   |
| Contact Name       | Tiju Issac   |
| Contact Number     | 1154525255   |
| Organization Type  | Court Reporter   |
| Address            | 56 Constitution Ave, Peachtree City, GA 30268, United States |

[View More Organization Details](#)

[Help](#)

- [Add Members](#)
[Edit Organization](#)
[Manage Administrators](#)
[Manage Mailboxes](#)

## Administrators

| Name       | Email                   | User Type      | User Role | Created On             |
|------------|-------------------------|----------------|-----------|------------------------|
| Tiju Issac | tijutester123@gmail.com | Court Reporter | Trusted   | 10/14/2020 - 02:05 EST |

## Active Members

Name or Email  
 [Search](#)

| Name          | Email                    | User Type | User Role | Created On             | Actions                                       |
|---------------|--------------------------|-----------|-----------|------------------------|---|
| Carol Max     | caroltester001@gmail.com | Attorney  | Trusted   | 07/14/2020 - 03:57 EST | <a href="#">Edit</a>   <a href="#">Remove</a> |
| Joseph Joseph | rahultester002@gmail.com | Attorney  | Trusted   | 07/22/2020 - 10:28 EST | <a href="#">Edit</a>   <a href="#">Remove</a> |
| Tiju Issac    | tijutester123@gmail.com  | Attorney  | Trusted   | 10/14/2020 - 02:05 EST |   |

## Join Requests

Name or Email  
 [Search](#)

| Name   | Email | User Type | User Role | Created On | Actions |
|--|-------|-----------|-----------|------------|---------|
| There are no join requests to this organization. |       |           |           |            |         |

Note: Red colored emails show a mismatch with the organization domain.

## Pre-Approved Members

Email  
 [Search](#)

| Email            | Status  | Created On | Actions                |
|------------------|---------|------------|------------------------|
| digger@gmail.com | PENDING | 10/16/2020 | <a href="#">Remove</a> |