



## HOW DO YOU ADD AN ORGANIZATION?

1. Login to your account
2. Click on the 'My Account' menu item or the 'My Account' tile on the dashboard
3. Navigate to 'My Organizations'

### My Organizations

[Add Organization](#) [Search Organizations](#) [Help ?](#)

Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
There are no organizations you are currently part of.							

4. Click on "Add Organization" and fill in the details

### Add Organization

[Help ?](#)

**Organization Name \***

**Country \***

Select country from the list.

**Address 1 \***

**Address 2**

**Address 3**

**City \***

**State \***

**Zip Code \***

Zipcode format should be: NNNNN (optionally NNNNN-NNNN) (N=Number, A=Alphabet)



## eFile and eServe

**Organization Email**

**Website**

Website URL should be in any valid format such as www.abc.com or abc.co or abc.us etc.

Administrator 1 & 2 name and contact numbers are prefilled from the User Profile depending on email. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard.

**Administrator 1 Email \***

**Administrator 1 Name**

**Administrator 1 Contact Number**

**Administrator 2 Email**

**Administrator 2 Name**

**Administrator 2 Contact Number**

5. Click "Save" to add your Organization
6. A new organization is added

### My Organizations

✓ Wingstein and Dragger Attorneys of Law has been added.

[Help](#)

Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
Wingstein and Dragger Attorneys of Law	Public		Tiju Issac	tjtester123@gmail.com	1154525255	56 Constitution Ave , Peachtree City , GA 30268 , Idaho , United States	<a href="#">Edit</a>



- Click on the organization name to visit the organization details page. The organization will be public by default. Admin can change it to trusted if needed.

## Organization Details

[Help](#)

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

[View More Organization Details](#)

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

## Administrators

Name	Email	User Type	User Role	Created On
Tiju Issac	tijutester123@gmail.com	Attorney	Public	10/14/2020 - 02:05 EST

## Active Members

Name or Email

[Search](#)

Name	Email	User Type	User Role	Created On	Actions
Tiju Issac	tijutester123@gmail.com	Attorney	Public	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
There are no pre-approved members in this organization.			