



eFile and eServe

HOW DO YOU EDIT THE ORGANIZATION DETAILS?

1. Login to your account and click on the “My Account” dropdown and select “My Organization”

The screenshot shows the user interface of the eFile and eServe system. At the top right, there are buttons for 'BARELY BARELY' and 'LOGOUT'. Below these is a navigation bar with 'HOME', 'DASHBOARD', 'MY ACCOUNT', and 'SUPPORT'. The 'MY ACCOUNT' dropdown menu is open, showing 'My Profile' and 'My Organizations' (highlighted with a red box). The main dashboard area contains several tiles: 'eFile & eServe with the Administrative Review Board (ARB)', 'eFile & eServe with the Benefits Review Board (BRB)', 'eFile & eServe with the Employees' Compensation Appeals Board (ECAB)', 'eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)', and 'My Account'.

2. My Organizations page is displayed and click on the organization name.

My Organizations

[Add Organization](#) [Search Organizations](#) [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	Edit



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3. Click on the “Edit Organization” button to edit the organization details.

Organization Details

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](#)

4. Click the “Edit” link on the My Organizations' main page to edit the details of the organization. Please Note: this option is available only to the administrator of the organization.

Edit 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)



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Organization Email
info@wingstein.com

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
tjtester123@gmail.com

Administrator 1 Name
Tiju Issac

Administrator 1 Contact Number
1154525255

Administrator 2 Email

Administrator 2 Name

Administrator 2 Contact Number

[Save](#) [Cancel](#)

5. Click the “Save” button to save the edited details of the organization. This is the confirmation message for saving the edited details.

Organization Details

✓ Wingstein and Dragger Attorneys of Law has been updated.

Name	Wingstein and Dragger Attorneys of Law
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