

HOW DO YOU EDIT THE USER TYPE OF A MEMBER?

 Login to your account as an Organization administrator and navigate to the Organization page. Click on the Edit link to edit the User Type (Attorney/Individual) of the member.

Organizatio	n Details	8									
											Help 🚱
Name	Wingstein a	and Dragger Atto	rneys of Law		View I	More Organiz	ation Detail	s			
Website											
Organization Email	info@wing	stein.com									
Contact Name	Tiju Issac										
Contact Number	115452525	5									
Organization Type	Public										
Address	56 Constitu	ition Ave , Peach	tree City, GA 30268,	United States							
Add Members Administrat	Edit Organiza	tion Manaş	ge Administrators	Manage Mailboxes							
Name		Email			User Type		User R	ole	Created On		
Tiju Issac 💄		tijutester123@g	mail.com		Attorney		Public		10/14/2020 - 02:	05 EST	
Enter Name or Ema	Ema	ail	Search	User Ty	rpe	User Role		Created On		Actions	
Swetha Sunny	swe	thatester001@gn	nail.com	Attorne	у	Public		10/13/2020 - 04:29	EST	Edit Remove	
Tiju Issac 💄	tiju	tester123@gmail.	com	Attorne	y	Public		10/14/2020 - 02:05	EST		
oin Reques Name or Email Enter Name or Ema			Search								
Name	Email		User Type		User Role			Created On		Actions	
There are no join re	quests to this o	rganization.									
ote: Red colored em	ails show a mis	match with the or	ganization domain.								
Pre-Approv	ed Mem	bers									
mail											
Enter Email Addres	S		Search								
Email				Status			Created On			Actions	
digger@gmail.com				PENDING		:	10/16/2020			Remove	



2. The user will be directed to the Edit User Info page.

Edit User Info

ame	Help 😮
Swetha Sunny	
mail	
swethatester001@gmail.com	
•	
ser Type	

3. Change the User Type of the member and click on the Update User button.

Edit User Info

Swetha Sunny Email swethatester001@gmail.com User Type	Email swethatester001@gmail.com	Name	Help 😧
swethatester001@gmail.com User Type	swethatester001@gmail.com User Type		
User Type	User Type	Email	
		swethatester001@gmail.com	
	Individual \$		



-

4. A confirmation message will be displayed and in the Active Members table the user type of the member changes.

🕑 User Type u	pdated for the profile (swetha	atester001@gmail.com)							
Name Website	Wingstein and Dragger A	attorneys of Law		View	More Organizati	on Details			Help
Organization Email	info@wingstein.com								
Contact Name	Tiju Issac								
Contact Number	1154525255								
Organization Type	Public								
Address	56 Constitution Ave , Pea	achtree City , GA 30268 , Un	iited States	_					
Add Members dministra		anage Administrators	Manage Mailboxes						
lame	Email			User Type		User Rol	e	Created On	
iju Issac 💄	tijutester123	3@gmail.com		Attorney		Public		10/14/2020 - 02:05 B	EST
	ail								
	Email] ⊉gmail.com	User Ty Individe	-	User Role Public		Created On 10/13/2020 - 04:29	EST	Actions Edit Remove
Swetha Sunny	Email		_	ual		:			
Name Swetha Sunny Tiju Issac 🛔 Din Reques Ime or Email Enter Name or Ema	Email swethatester001@ tijutester123@gm		Individ	ual	Public	:	10/13/2020 - 04:29		
wetha Sunny iju Issac 🛔 iin Reques me or Email nter Name or Emai	Email swethatester001@ tijutester123@gm	nail.com	Individ	ual	Public	:	10/13/2020 - 04:29		
wetha Sunny iju Issac 💄 iin Requess me or Email inter Name or Emai tame	Email swethatester001@ tijutester123@gm sts	ail.com	Individ	ual y	Public	:	10/13/2020 - 04:29 10/14/2020 - 02:05		Edit Remove
ive tha Sunny iju Issac bin Requess me or Email inter Name or Email inter Name or Email inter are no join re te: Red colored en re – Approv hail	Email swethatester001@ swethatester001@ tijutester123@gm sts ail Email equests to this organization. nails show a mismatch with th ved Members	Search User Type	Individ	ual y	Public	:	10/13/2020 - 04:29 10/14/2020 - 02:05		Edit Remove
Swetha Sunny Tiju Issac Tiju Issac Tiju Issac Time or Email Enter Name or Email There are no join re the: Red colored en	Email swethatester001@ swethatester001@ tijutester123@gm sts ail Email equests to this organization. nails show a mismatch with th ved Members	e organization domain.	Individ	ual y	Public	:	10/13/2020 - 04:29 10/14/2020 - 02:05	EST	Edit Remove