HOW DO YOU EDIT THE USER TYPE OF A MEMBER?

1. 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.
2. The user will be directed to the Edit User Info page.

![Edit User Info](image)

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

![Edit User Info](image)
4. A confirmation message will be displayed and in the Active Members table, the user type of the member changes.