



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.

Organization Details

Name	Wingstein and Dragger Attorneys of Law
Website	
Organization Email	info@wingstein.com
Contact Name	Tiju Issac
Contact Number	1154525255
Organization Type	Trusted
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	Attorney	Trusted	10/14/2020 - 02:05 EST

Active Members

Name or Email

[Search](#)

Name	Email	User Type	User Role	Created On	Actions
Swetha Sunny	swethatester001@gmail.com	Attorney	Trusted	10/13/2020 - 04:29 EST	Edit Remove
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	Remove



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

Edit User Info

[Help ?](#)

Name

Email

User Type

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

Edit User Info

[Help ?](#)

Name

Email

User Type



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

Organization Details

✔ User Type updated for the profile (swethatester001@gmail.com)

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