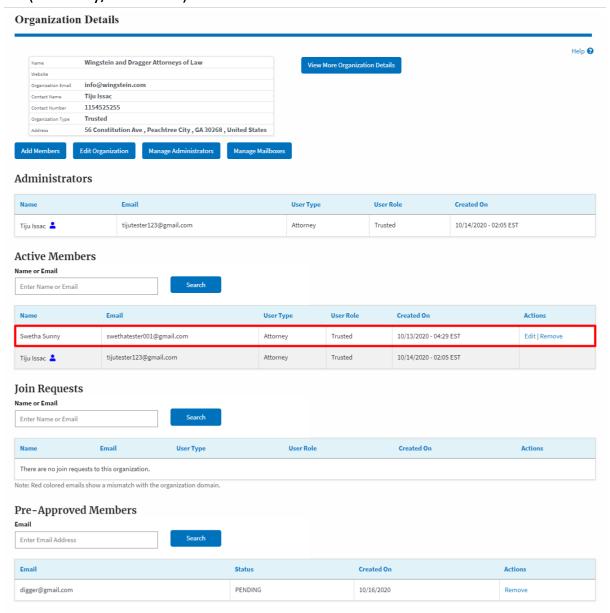


## eFile and eServe

#### 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.

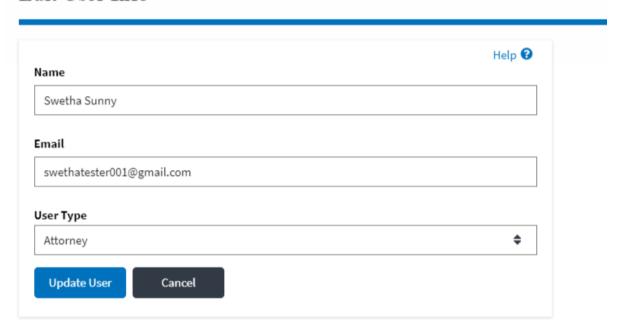




# eFile and eServe

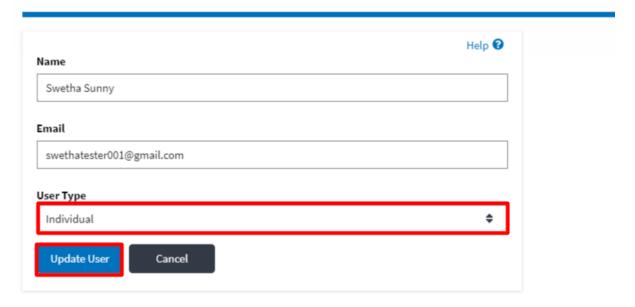
2. The user will be directed to the Edit User Info page.

# **Edit User Info**



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

## **Edit User Info**





# eFile and eServe

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

