HOW DO YOU MANAGE THE ADMINISTRATORS IN THE ORGANIZATION?

1. Login to your account and access the Organization Details page and click on “Manage Administrators”

![Organization Details](image1)

2. Click on the “Add as Administrator” link against which member to be made the administrator.

![Manage Administrators](image2)

3. The added administrator will have a blue person icon next to the name and a “Remove as Administrator” link also.

![Manage Administrators](image3)
4. To remove the administrator, click on the “Remove as Administrator” link. Hit OK on the pop-up to confirm.

Manage Administrators

- Removed Carol Max as an administrator.
- An email notification has been sent to Carol Max.
- If you wish to remove the member from the organization, please click “Remove” link in the Active Members list.

Organization: Wingstein and Dragger Attorneys of Law

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Created On</th>
<th>Manage Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol Max</td>
<td><a href="mailto:caroltesting001@gmail.com">caroltesting001@gmail.com</a></td>
<td>07/14/2020 - 08:57 EST</td>
<td>Add as Administrator</td>
</tr>
<tr>
<td>Joseph Joseph</td>
<td><a href="mailto:rahultesting002@gmail.com">rahultesting002@gmail.com</a></td>
<td>07/22/2020 - 10:28 EST</td>
<td>Add as Administrator</td>
</tr>
<tr>
<td>Tiju Isaac</td>
<td><a href="mailto:tijutesting123@gmail.com">tijutesting123@gmail.com</a></td>
<td>10/14/2020 - 02:05 EST</td>
<td></td>
</tr>
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