



## 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

Name	Wingstein and Dragger Attorneys of Law
Website	
Organization Email	info@wingstein.com
Contact Name	Tiju Issac
Contact Number	1154525255
Organization Type	Public
Address	56 Constitution Ave , Peachtree City , GA 30268 , United States

[View More Organization Details](#)

[Add Members](#) [Edit Organization](#) [Manage Administrators](#) [Manage Mailboxes](#)

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

### Manage Administrators

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Name	Email	Created On	Manage Admin
Carol Max	caroltester001@gmail.com	07/14/2020 - 03:57 EST	<a href="#">Add as Administrator</a>
Joseph Joseph	rahultester002@gmail.com	07/22/2020 - 10:28 EST	<a href="#">Add as Administrator</a>
Tiju Issac	tijutester123@gmail.com	10/14/2020 - 02:05 EST	



## eFile and eServe



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

### Manage Administrators

✔ Added Carol Max as an administrator.  
• An email notification has been sent to Carol Max at caroltester001@gmail.com

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Name	Email	Created On	Manage Admin
Carol Max 	caroltester001@gmail.com	07/14/2020 - 03:57 EST	<a href="#">Remove as Administrator</a>
Joseph Joseph	rahultester002@gmail.com	07/22/2020 - 10:28 EST	
Tiju Issac 	tijutester123@gmail.com	10/14/2020 - 02:05 EST	


- 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.

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Name	Email	Created On	Manage Admin
Carol Max	caroltester001@gmail.com	07/14/2020 - 03:57 EST	<a href="#">Add as Administrator</a>
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