



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 | Trusted |
| 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

Organization: Wingstein and Dragger Attorneys of Law

[Help](#)

| Name | Email | Created On | Manage Admin |
|---------------|--------------------------|------------------------|--------------------------------------|
| Carol Max | caroltester001@gmail.com | 07/14/2020 - 03:57 EST | Add as Administrator |
| Joseph Joseph | rahultester002@gmail.com | 07/22/2020 - 10:28 EST | Add as Administrator |
| 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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Help ?

| Name | Email | Created On | Manage Admin |
|--|--------------------------|------------------------|---|
| Carol Max  | caroltester001@gmail.com | 07/14/2020 - 03:57 EST | Remove as Administrator |
| 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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Help ?

| Name | Email | Created On | Manage Admin |
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