

HOW DO YOU ADD A NEW MEMBER TO THE ORGANIZATION AS AN ADMINISTRATOR?

- 1. If you are not logged in already, follow the steps below
 - a. Log in as the organization administrator
 - b. Click on the Organization Name tile.



Dashboard



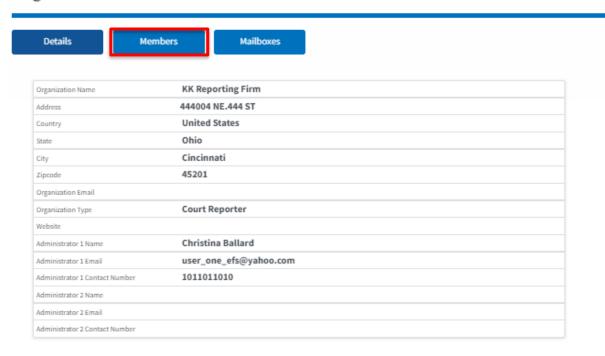
2. Or if you navigate from the **My Accounts** menu and **My Organizations** sub-menu, click on the name of the organization you wish to manage.

My Organizations Help 🔞 Actions Website **Contact Name** Contact Email **Contact Number** Address KK Reporting Firm Court Reporter Christina Ballard user_one_efs@yahoo.com 1011011010 444004 NE.444 ST , Ohio , Edit United States

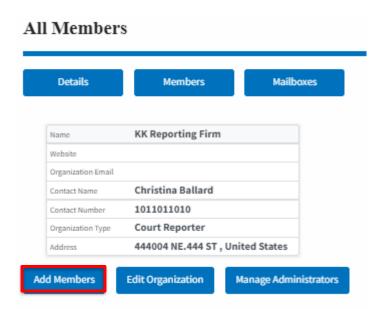


з. Click on the "Members" button.

Organization Details

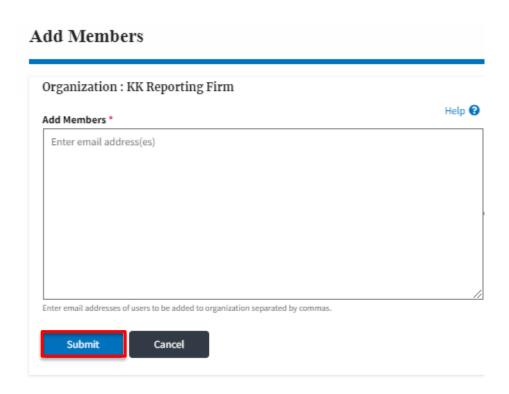


4. Click on the "Add Members" button.





4. Enter the email ids of members separated by commas and click submit.



6. A confirmation message will be displayed. Users who are already registered in the eFile and eServe system are added to the "Active Members" list. Users who are not registered are added to the "Pre-Approved Members" list.

