



eFile and eServe

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

The dashboard displays a grid of tiles for eFile and eServe with various organizations. The tiles are:

- eFile & eServe with the Administrative Review Board (ARB)
- eFile & eServe with the Benefits Review Board (BRB)
- eFile & eServe with the Employees' Compensation Appeals Board (ECAB)
- eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)
- People's Choice Law Firm** (highlighted with a red border)
- My Profile

A "Help" icon is visible in the top right corner of the dashboard area.

3. 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

Add Organization

Search Organizations

Help ?

Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
People's Choice Law Firm	Public		Claire Cooper			554004 NE.444 ST , Ohio , United States	Edit

4. Click on the "Members" button.

Organization Details

Details

Cases

Appeals

Members

Mailboxes

Organization Name	People's Choice Law Firm
Address	554004 NE.444 ST
Country	United States
State	Ohio
City	Cincinnati
Zipcode	45201
Organization Email	
Organization Type	Public
Website	
Administrator 1 Name	Claire Cooper
Administrator 1 Email	
Administrator 1 Contact Number	
Administrator 2 Name	
Administrator 2 Email	
Administrator 2 Contact Number	

5. Click on the "Add Members" button.

All Members

Details

Cases

Appeals

Members

Mailboxes

Name	People's Choice Law Firm
Website	
Organization Email	
Contact Name	Claire Cooper
Contact Number	
Organization Type	Public
Address	.444 ST , United States

Add Members

Edit Organization

Manage Administrators



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

Add Members

Organization : People's Choice Law Firm

Add Members Help ?

Enter email address(es)

Enter email addresses of users to be added to organization separated by commas.

Submit **Cancel**

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.

Organization Details

- Added 3 users to the organization.
- An email notification has been sent to the users.
- An email notification has been sent to the organization administrator(s).

All Members

Details Cases Appeals Members Mailboxes

Name	People's Choice Law Firm
Website	
Organization Email	
Contact Name	Claire Cooper
Contact Number	
Organization Type	Public
Address	.444 ST , United States

Add Members **Edit Organization** **Manage Administrators**



eFile and eServe

Administrators

Name	Email	User Type	User Role	Created On
[REDACTED]	[REDACTED]	Attorney	Public	10/14/2020 - 02:05 EST

Active Members

Name or Email

Name	Email	User Type	User Role	Created On	Actions
[REDACTED]	[REDACTED]	Attorney	Trusted	07/14/2020 - 03:57 EST	Edit Remove
[REDACTED]	[REDACTED]	Attorney	Public	07/22/2020 - 10:28 EST	Edit Remove
[REDACTED]	[REDACTED]	Attorney	Public	10/14/2020 - 02:05 EST	

Join Requests

Name or Email

Name	Email	User Type	User Role	Created On	Actions
There are no join requests to this organization.					

Note: Red colored emails show a mismatch with the organization domain.

Pre-Approved Members

Email

Email	Status	Created On	Actions
[REDACTED]	PENDING	10/14/2020	Remove