



HOW DO YOU ADD AN ORGANIZATION?

1. Log in to your account
2. Click on the 'My Account' menu item and navigate to 'My Organizations'

My Organizations

[Add Organization](#) [Search Organizations](#) [Help ?](#)

Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
There are no organizations you are currently part of.							

3. Click on "Add Organization" and fill in the details

Add Organization

[Help ?](#)

Organization Name *

Country *

Select country from the list.

Address 1 *

Address 2

Address 3

City *

State *

Zip Code *

Zipcode format should be : NNNNN (optionally NNNNN-NNNN) (N=Number, A=Alphabet)



eFile and eServe

Organization Email

Website

Website URL should be in any valid format such as www.abc.com or abc.co or abc.us etc.

Administrator 1 & 2 name and contact numbers are prefilled from the User Profile depending on email. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard.

Administrator 1 Email *

Administrator 1 Name

Administrator 1 Contact Number

Administrator 2 Email

Administrator 2 Name

Administrator 2 Contact Number

4. Click "Save" to add your Organization
5. A new organization is added

My Organizations

✓ Wingstein and Dragger Attorneys of Law has been added.

[Help](#)

Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
Wingstein and Dragger Attorneys of Law	Public		Tiju Issac	tjtester123@gmail.com	1154525255	56 Constitution Ave , Peachtree City , GA 30268 , Idaho , United States	Edit



- Click on the organization name to visit the organization details page

Organization Details

- Details
- Cases
- Appeals
- Members
- Mailboxes

Organization Name	████████████████████ Firm
Address	██████████
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	