



## eFile and eServe

### HOW DO YOU EDIT THE ORGANIZATION DETAILS?

1. Login to your account and click on the “My Account” dropdown and select “My Organization”

The screenshot shows the user interface of the eFile and eServe system. At the top right, there are buttons for 'BARELY BARELY' and 'LOGOUT'. Below these is a navigation bar with 'HOME', 'DASHBOARD', 'MY ACCOUNT', and 'SUPPORT'. The 'MY ACCOUNT' dropdown menu is open, showing 'My Profile' and 'My Organizations' (highlighted with a red box). The main dashboard area contains four cards representing different organizations: '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)', and 'eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)'.

2. My Organizations page is displayed

#### My Organizations

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

Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
Wingstein and Dragger Attorneys of Law	Public		Tiju Issac	tjutester123@gmail.com	1154525255	56 Constitution Ave , Peachtree City , GA 30268 , Idaho , United States	Edit

3. Click on the Edit link.

#### My Organizations

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

Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
Wingstein and Dragger Attorneys of Law	Public		Tiju Issac	tjutester123@gmail.com	1154525255	56 Constitution Ave , Peachtree City , GA 30268 , Idaho , United States	Edit

3. Or Click on the “Members” button and then the ‘Edit Organization’ button to edit the organization details.



## Organization Details

Navigation: 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	assistant_two_efs@yahoo.com
Administrator 1 Contact Number	9879879876
Administrator 2 Name	
Administrator 2 Email	
Administrator 2 Contact Number	

## All Members

Navigation: Details | Cases | Appeals | **Members** | Mailboxes

Name	People's Choice Law Firm
Website	
Organization Email	
Contact Name	Claire Cooper
Contact Number	9879879876
Organization Type	Public
Address	554004 NE.444 ST , United States

Buttons: Add Members | **Edit Organization** | Manage Administrators

4. Click the "Edit" link on the My Organizations' main page to edit the details of the organization. Or click on the 'Edit Organization' button on the 'Members' page.  
Please Note: this option is available only to the administrator of the organization.



## Edit 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**  
info@wingstein.com

**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**  
tjtester123@gmail.com

**Administrator 1 Name**  
Tiju Issac

**Administrator 1 Contact Number**  
1154525255

**Administrator 2 Email**

**Administrator 2 Name**

**Administrator 2 Contact Number**

**Save** **Cancel**

5. Click the "Save" button to save the edited details of the organization. This is the confirmation message for saving the edited details.

✓ Wingstein and Dragger Attorneys of Law has been updated.

**Details** **Cases** **Appeals** **Members** **Mailboxes**

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

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