HOW DO EDIT THE USER TYPE OF MEMBERS OF AN ORGANIZATION?

1. Log in to your account as an Organization Administrator and navigate to the Organization’s All Members page. Click on the Edit link to edit the User Type (Attorney/Individual) of the member.
2. The user will be directed to the Edit User Info page.

**Edit User Info**

![Edit User Info form](image)

3. Change the User Type of the member and click on the Update User button.

**Edit User Info**

![Edit User Info form with Individual highlighted](image)
4. A confirmation message will be displayed and in the Active Members table the user type of the member changes.

**All Members**

![User Type updated for profile](image)

![Administrators](image)

![Active Members](image)

![Join Requests](image)

![Pre-Approved Members](image)