



HOW DO YOU EDIT THE USER TYPE OF A MEMBER?

1. Login to your account as an Organization administrator and navigate to the Organization page. Click on the Edit link to edit the User Type (Attorney/Individual) of the member.

All Members

Details Members Mailboxes Help

Name	People's Trusted Law Firm
Website	
Organization Email	
Contact Name	Del User Nine
Contact Number	9999999999
Organization Type	Trusted
Address	1010101 NE , 111th place , 11 G , United States

Add Members Edit Organization Manage Administrators

Administrators

Name	Email	User Type	User Role	Created On
Claire Cooper		Attorney	Trusted	11/05/2020 18:44 EST
Del User Nine		Individual	Trusted	05/31/2022 10:32 EST

Active Members

Name or Email

Name	Email	User Type	User Role	Created On	Actions
Claire Cooper		Attorney	Trusted	11/05/2020 18:44 EST	
Member Relations		Individual	Trusted	05/06/2022 18:29 EST	Edit Remove
Attorney One		Attorney	Trusted	05/19/2022 03:39 EST	Edit Remove
Del User Nine		Individual	Trusted	05/31/2022 10:32 EST	Edit Remove as Administrator

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

2. The user will be directed to the Edit User Info page.



Edit User Info

Help ?

Name

Email
User Type

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

Edit User Info

Help ?

Name

Email
User Type

4. A confirmation message will be displayed and in the Active Members table the user type of the member changes.



Organization Details

 User Type updated for the profile ()

Details

Members

Mailboxes

Organization Name	People's Trusted Law Firm
Address	1010101 NE , 111th place , 11 G
Country	United States
State	Ohio
City	Cincinnati
Zipcode	45201
Organization Email	
Organization Type	Trusted
Website	
Administrator 1 Name	Del User Nine
Administrator 1 Email	
Administrator 1 Contact Number	9999999999
Administrator 2 Name	Claire Cooper
Administrator 2 Email	
Administrator 2 Contact Number	6666666666