

HOW DO YOU EDIT THE USER TYPE OF A MEMBER?

1. Login 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.

ll Member	rs						
Details	Cases	Appeals	Members	Mailbox	es		
Name	People's Choice Law Fin	m					
Website Occasization Email							
Contact Name	Claire Cooper						
Contact Number	9879879876						
Organization Type	Public						
Address	554004 NE.444 ST , Unit	ed States					
dministrat	Edit Organization Ma	anage Administrators					
lame	Email		User T	уре	User Role	Created On	
iju Issac 💄	tijutester123@g	mail.com	Attorn	ey	Public		2:05 EST
lame	Email	Email		User Role	User Role Created On		Actions
wetha Sunny	swethatester001@gm	ail.com	Attorney	Public	10/13/202	20 - 04:29 EST	Edit Remove
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2. The user will be directed to the Edit User Info page.

Edit User Info

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Swetha Sunny	
mail	
swethatester001@gmail.com	
lser Type	
Att	\$

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

Edit User Info

Name	?
Swetha Sunny	
Email	
swethatester001@gmail.com	
User Type	
Individual 🗢	
Update User Cancel	

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



All Members

🔊 User Type up	dated for the profile (swethatest	er001@gmail.com)								
V User Type up	dated for the prome (swethatest	eroor@gmail.com/								
Details	Cases	Appeals	Members	м	lailboxes					
Name	People's Choice Law Firm									
Website										
Organization Email	Claire Cooper									
Contact Number	9879879876									
Organization Type	Public									
Address	554004 NE.444 ST , United	States								
Add Members	Edit Organization Mana	e Administrators								
	Lon organization	,								
Administrat	ors									
Name	Email			User Type		User Role		Created On		
Tiju Issac 💄	tijutester123@gmail.com			Attorney		Public		10/14/2020 - 02:05 EST		
ame or Email Enter Name or Email		Search								
Name	Email		User Type		User Role Create		Created On	reated On		
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Tiju Issac 💄	tijutester123@gmail.com		Attorney	Attorney			10/14/2020 - 02:05 EST			
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Enter Name or Email	l	Search								
Name	Email	User Type		User Role			Created On		Actions	
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Pre-Approve	ed Members									
mail										
Enter Email Address		Search								
Email			Status		Cre	Created On		Actions		
digger@gmail.com			PENDING		10)	10/16/2020			Remove	