HOW DO YOU MANAGE THE ADMINISTRATORS IN THE ORGANIZATION?

1. Log in to your account and click on the “My Account” dropdown and select “My Organizations”

2. My Organizations page is displayed. Click on the Organization Name.

3. Click on the ‘Manage Administrators’ button.
4. Click on the “Add as Administrator” link against the member to be made as administrator.

3. The added administrator will have a blue person icon next to the name and a “Remove as Administrator” link also.

4. To remove the administrator, click on the “Remove as Administrator” link. Click OK on the pop-up to confirm.
eFile and eServe

Manage Administrators

- Removed Carol Max as an administrator.
- An email notification has been sent to Carol Max.
- If you wish to remove the member from the organization, please click "Remove" link in the Active Members list.

Organization: Wingstein and Dragger Attorneys of Law

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Created On</th>
<th>Manage Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol Max</td>
<td><a href="mailto:caroltester001@gmail.com">caroltester001@gmail.com</a></td>
<td>07/14/2020 - 09:57 EST</td>
<td>Add as Administrator</td>
</tr>
<tr>
<td>Joseph Joseph</td>
<td><a href="mailto:rahulwater002@gmail.com">rahulwater002@gmail.com</a></td>
<td>07/22/2020 - 10:28 EST</td>
<td>Add as Administrator</td>
</tr>
<tr>
<td>Tjia Isaac</td>
<td><a href="mailto:tjia_tester123@gmail.com">tjia_tester123@gmail.com</a></td>
<td>10/14/2020 - 02:05 EST</td>
<td></td>
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</tbody>
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