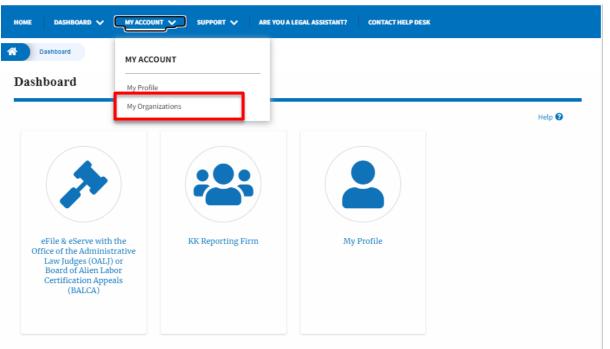


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HOW DO YOU MANAGE THE ADMINISTRATORS IN THE ORGANIZATION?

 Log in to your account and click on the "My Account" dropdown and select "My Organizations"



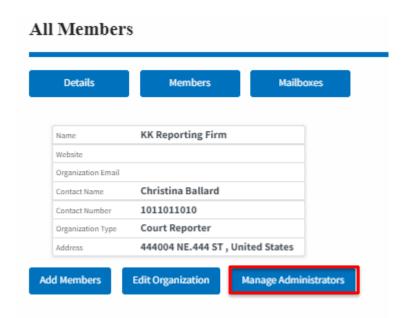
2. My Organizations page is displayed. Click on the Organization Name.

My Organizations Organization Туре Website **Contact Name Contact Email Contact Number** Address Actions Court Reporter Christina Ballard user_one_efs@yahoo.com 1011011010 444004 NE.444 ST , Ohio , Edit United States

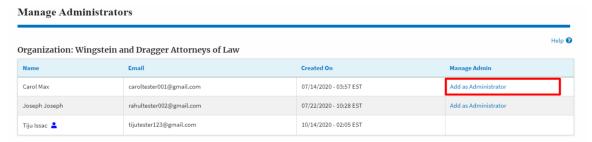
3. Click on the 'Manage Administrators' button.



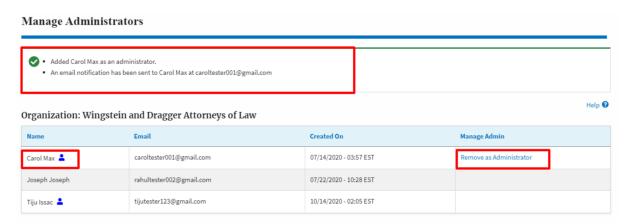
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4. Click on the "Add as Administrator" link against the member to be made as administrator.



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.



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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



Name	Email	Created On	Manage Admin
Carol Max	caroltester001@gmail.com	07/14/2020 - 03:57 EST	Add as Administrator
Joseph Joseph	rahultester002@gmail.com	07/22/2020 - 10:28 EST	Add as Administrator
Tiju Issac 💄	tijutester123@gmail.com	10/14/2020 - 02:05 EST	