HOW DO YOU MANAGE THE ADMINISTRATORS IN THE ORGANIZATION?

1. Login 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 “Members” button.
4. Click on the ‘Manage Administrators’ button to manage the administrator(s).

2. Click on the “Add as Administrator” link against which member is to be made the 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. Hit OK on the pop-up to confirm.