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.

Organization Details

| Details | Cases | Appeals | **Members** | Mailboxes |

Organization Name	People's Choice Law Firm
Address	554004 NE.444 ST
Country	United States
State	Ohio
City	Cincinnati
Zipcode	45201
Organization Email	
Organization Type	Public
Website	
Administrator 1 Name	Claire Cooper
Administrator 1 Email	assistant_two_efs@yahoo.com
Administrator 1 Contact Number	9879879876
Administrator 2 Name	
Administrator 2 Email	
Administrator 2 Contact Number	

4. Click on the 'Manage Administrators' button to manage the administrator(s).

Organization Details

Name	Wingstein and Dragger Attorneys of Law
Website	
Organization Email	info@wingstein.com
Contact Name	Tiju Issac
Contact Number	1154525255
Organization Type	Public
Address	56 Constitution Ave , Peachtree City , GA 30268 , United States

View More Organization Details

| Add Members | Edit Organization | **Manage Administrators** | Manage Mailboxes |

2. Click on the "Add as Administrator" link against which member is to be made the administrator.

Manage Administrators

Help ❓

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	

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

Manage Administrators

✓ • Added Carol Max as an administrator.
  • An email notification has been sent to Carol Max at caroltester001@gmail.com

Help ❓

Organization: Wingstein and Dragger Attorneys of Law

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

4. To remove the administrator, click on the "Remove as Administrator" link. Hit OK on the pop-up to confirm.

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.

Help ❓

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
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