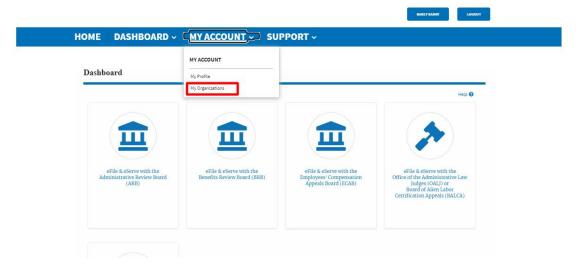


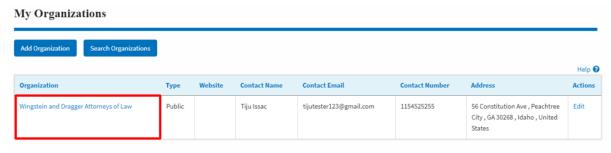
## eFile and eServe

# HOW DO YOU MANAGE THE ADMINISTRATORS IN THE ORGANIZATION?

 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.

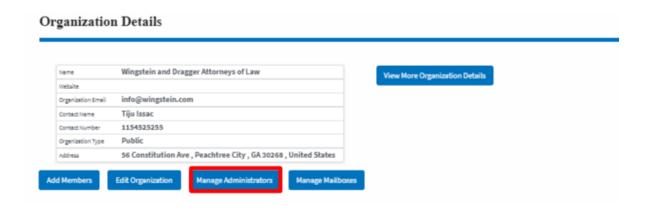


#### eFile and eServe

#### **Organization Details**



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.

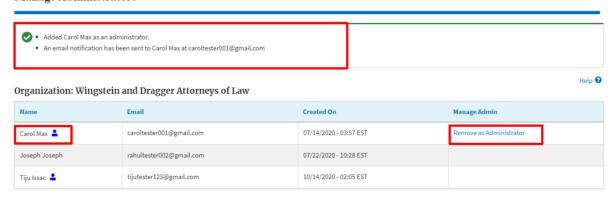




## eFile and eServe

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

#### Manage Administrators



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