HOW DO YOU REMOVE A MEMBER FROM THE ORGANISATION?
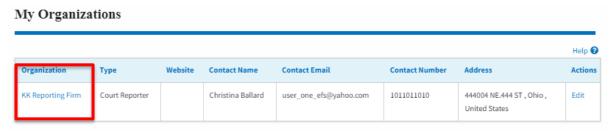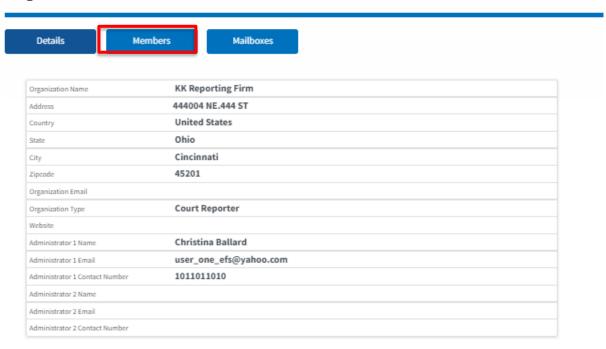
1. Navigate from the My Accounts menu and My Organizations sub-menu, and click on the name of the organization you wish to manage.

My Organizations

Help ❓

Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
KK Reporting Firm	Court Reporter		Christina Ballard	user_one_efs@yahoo.com	1011011010	444004 NE.444 ST , Ohio , United States	Edit

2. Click on the "Members" button.

Organization Details

Details	Members	Mailboxes

Organization Name	**KK Reporting Firm**
Address	**444004 NE.444 ST**
Country	**United States**
State	**Ohio**
City	**Cincinnati**
Zipcode	**45201**
Organization Email	
Organization Type	**Court Reporter**
Website	
Administrator 1 Name	**Christina Ballard**
Administrator 1 Email	**user_one_efs@yahoo.com**
Administrator 1 Contact Number	**1011011010**
Administrator 2 Name	
Administrator 2 Email	
Administrator 2 Contact Number	

2. Click on the "Remove" link next to the Member to be removed, and a confirmation pop-up will be displayed. Confirm and see confirmation of removal.

Organization Details

- Removed Joseph Joseph from Wingstein and Dragger Attorneys of Law.
- An email notification has been sent to Joseph Joseph at rahultester002@gmail.com.
- An email notification has been sent to the organization administrator(s).

Help ❓

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

[View More Organization Details]

[Add Members] [Edit Organization] [Manage Administrators] [Manage Mailboxes]

Administrators

Name	Email	User Type	User Role	Created On
Tiju Issac 👤	tijutester123@gmail.com	Attorney	Court Reporter	10/14/2020 - 02:05 EST

Active Members

Name or Email

[Enter Name or Email]   [Search]

Name	Email	User Type	User Role	Created On	Actions
Carol Max	caroltester001@gmail.com	Attorney	Court Reporter	07/14/2020 - 03:57 EST	Edit | Remove
Tiju Issac 👤	tijutester123@gmail.com	Attorney	Court Reporter	10/14/2020 - 02:05 EST	

Join Requests

Name or Email

[Enter Name or Email]   [Search]

Name	Email	User Type	User Role	Created On	Actions
There are no join requests to this organization.					

Note: Red colored emails show a mismatch with the organization domain.

Pre-Approved Members

Email

[Enter Email Address]   [Search]

Email	Status	Created On	Actions
digger@gmail.com	PENDING	10/16/2020	Remove