



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

[Add Organization](#) [Search Organizations](#) [Help ?](#)

| Organization | Type | Website | Contact Name | Contact Email | Contact Number | Address | Actions |
|---------------------------|---------|---------|---------------|---------------|----------------|--|---------|
| People's Trusted Law Firm | Trusted | | Del User Nine | | 9999999999 | 1010101 NE , 111th place , 11 G , Ohio , United States | Edit |

2. Click on the "Members" button.

Organization Details

[Details](#) [Members](#) [Mailboxes](#)

| | |
|--------------------------------|---------------------------------|
| Organization Name | People's Trusted Law Firm |
| Address | 1010101 NE , 111th place , 11 G |
| Country | United States |
| State | Ohio |
| City | Cincinnati |
| Zipcode | 45201 |
| Organization Email | |
| Organization Type | Trusted |
| Website | |
| Administrator 1 Name | Del User Nine |
| Administrator 1 Email | |
| Administrator 1 Contact Number | 9999999999 |
| Administrator 2 Name | Claire Cooper |
| Administrator 2 Email | |
| Administrator 2 Contact Number | 6666666666 |



eFile and eServe

- 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.

All Members

Details Members Mailboxes Help ?

| | |
|--------------------|--|
| Name | People's Trusted Law Firm |
| Website | |
| Organization Email | people_trusted_law_firm@people-trusted.com |
| Contact Name | Del User Nine |
| Contact Number | 9999999999 |
| Organization Type | Trusted |
| Address | 1010101 NE, 111th place, 11 G, United States |

Add Members Edit Organization Manage Administrators

Administrators

| Name | Email | User Type | User Role | Created On |
|---------------|--|------------|-----------|------------------------|
| Claire Cooper | cc@people-trusted.com | Attorney | Trusted | 11/05/2020 - 18:44 EST |
| Del User Nine | people_trusted_law_firm@people-trusted.com | Individual | Trusted | 05/31/2022 - 10:32 EST |

Active Members

Name or Email

| Name | Email | User Type | User Role | Created On | Actions |
|--|--|------------|-----------|------------------------|---|
| Claire Cooper | cc@people-trusted.com | Attorney | Trusted | 11/05/2020 - 18:44 EST | |
| people_trusted_law_firm@people-trusted.com | people_trusted_law_firm@people-trusted.com | Individual | Trusted | 05/06/2022 - 18:29 EST | Edit Remove |