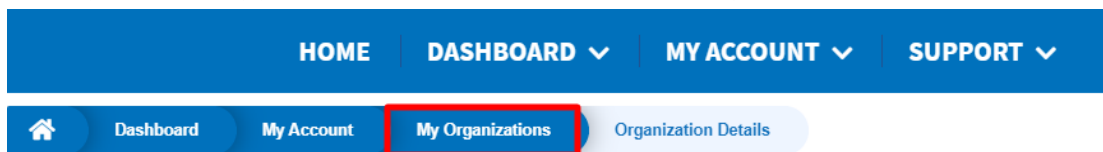




HOW DO YOU ADD NEW MEMBER TO THE ORGANIZATION AS AN ADMINISTRATOR?

1. If you are not logged in already, follow the steps below
 - a. Log in as the organization administrator
 - b. Click on the My Account tile and click My Organizations.
2. If you are logged in, then click on the 'My Organization' breadcrumb.



3. Click on the name of the organization you wish to manage.

My Organizations

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

Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
Wingstein and Dragger Attorneys of Law	Public		Tiju Issac	tjtester123@gmail.com	1154525255	56 Constitution Ave , Peachtree City , GA 30268 , Idaho , United States	Edit

4. Click on the “Add Member” button.

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 Mailboxes](#)



5. Enter the email ids of members separated by commas and click submit.

Add Members

Organization : Wingstein and Dragger Attorneys at Law Help ?

Add Members *

rahultester002@gmail.com,caroltester001@gmail.com,digger@gmail.com

Enter email addresses of users to be added to organization separated by commas.

Submit **Cancel**



eFile and eServe

- A confirmation message will be displayed.
Users who are already registered in the eFile and eServe system are added to the “Active Members” list. Users who are not registered are added to the “Pre-Approved Members” list.

Organization Details

- ✓ Added 3 users to the organization.
- An email notification has been sent to the users.
- An email notification has been sent to the organization administrator(s).

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](#)

[Help](#)

- [Add Members](#) [Edit Organization](#) [Manage Administrators](#) [Manage Mailboxes](#)

Administrators

Name	Email	User Type	User Role	Created On
Tiju Issac	tjtester123@gmail.com	Individual	Public	10/14/2020 - 02:05 EST

Active Members

Name or Email
 [Search](#)

Name	Email	User Type	User Role	Created On	Actions
Carol Max	caroltester001@gmail.com	Attorney	Trusted	07/14/2020 - 03:57 EST	Edit Remove
Joseph Joseph	rahultester002@gmail.com	Attorney	Public	07/22/2020 - 10:28 EST	Edit Remove
Tiju Issac	tjtester123@gmail.com	Individual	Public	10/14/2020 - 02:05 EST	

Join Requests

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
 [Search](#)

Email	Status	Created On	Actions
digger@gmail.com	PENDING	10/14/2020	Remove