



HOW DO YOU MANAGE THE ADMINISTRATORS IN THE ORGANIZATION?

1. Login to your account and access the Organization Details page and click on “Manage Administrators”

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

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

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

Manage Administrators

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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

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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	



eFile and eServe

- 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

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