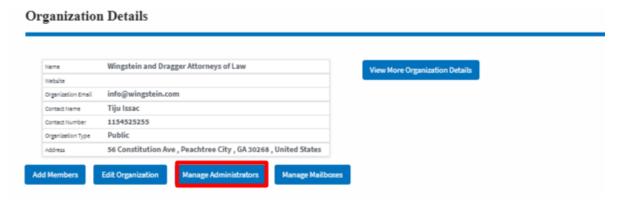
eFile and eServe

HOW DO YOU MANAGE THE ADMINISTRATORS IN THE ORGANIZATION?

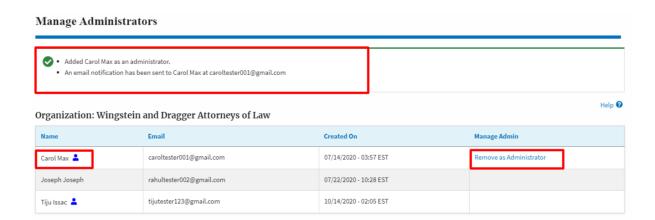
 Login to your account and access the Organization Details page and click on "Manage Administrators"



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



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





eFile and eServe

4. To remove the administrator, click on the "Remove as Administrator" link. Hit OK on the pop-up to confirm.

