



## eFile and eServe

### HOW DO YOU ADD A 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 Organization Name tile.

Dashboard

**Dashboard**

The screenshot shows a dashboard with three main tiles. The first tile on the left features a gavel icon and text: "eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)". The middle tile, which is highlighted with a red border, features an icon of three people and the text "KK Reporting Firm". The third tile on the right features a single person icon and the text "My Profile".

2. Or if you navigate from the **My Accounts** menu and **My Organizations** sub-menu, click on the name of the organization you wish to manage.

#### My Organizations

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



3. Click on the “Members” button.

## Organization Details

Details **Members** Mailboxes

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

4. Click on the “Add Members” button.

## All Members

Details **Members** Mailboxes

Name	<b>KK Reporting Firm</b>
Website	
Organization Email	
Contact Name	<b>Christina Ballard</b>
Contact Number	<b>1011011010</b>
Organization Type	<b>Court Reporter</b>
Address	<b>444004 NE.444 ST , United States</b>

**Add Members** Edit Organization Manage Administrators



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

## Add Members

Organization : KK Reporting Firm [Help ?](#)

**Add Members \***

Enter email address(es)

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

**Submit** **Cancel**

6. 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.

## All Members

✓ 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).

- Details** **Members** **Mailboxes**

Name	KK Reporting Firm
Website	
Organization Email	
Contact Name	Christina Ballard
Contact Number	1011011010
Organization Type	Court Reporter
Address	444004 NE.444 ST , United States

- Add Members** **Edit Organization** **Manage Administrators**



# eFile and eServe

## Administrators

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

## Active Members

Name or Email

Search

Name	Email	User Type	User Role	Created On	Actions
		Attorney	Trusted	07/14/2020 - 03:57 EST	<a href="#">Edit</a>   <a href="#">Remove</a>
		Attorney	Trusted	07/22/2020 - 10:28 EST	<a href="#">Edit</a>   <a href="#">Remove</a>
		Attorney	Trusted	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
	PENDING	10/16/2020	<a href="#">Remove</a>