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.

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.

3. 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	
Administrator 1 Email	
Administrator 1 Contact Number	9999999999
Administrator 2 Name	Claire Cooper
Administrator 2 Email	
Administrator 2 Contact Number	6666666666

4. Click on the "Add Members" button.

All Members

Details	Members	Mailboxes

Name	People's Trusted Law Firm
Website	
Organization Email	
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

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

Add Members

Organization : People's Trusted Law 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).

Help ❓

[Details] [Members] [Mailboxes]

Name	**People's Trusted Law Firm**
Website	
Organization Email	l
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]

eFile and eServe

Administrators

Name	Email	User Type	User Role	Created On
Tiju Issac 👤		Court Reporter	Trusted	10/14/2020 - 02:05 EST

Active Members

Name or Email

Enter Name or Email   [Search]

Name	Email	User Type	User Role	Created On	Actions
		Attorney	Trusted	07/14/2020 - 03:57 EST	Edit	Remove
		Attorney	Trusted	07/22/2020 - 10:28 EST	Edit	Remove
		Attorney	Trusted	10/14/2020 - 02:05 EST	

Join Requests

Name or Email

Enter 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

Enter Email Address   [Search]

Email	Status	Created On	Actions
	PENDING	10/16/2020	Remove