



eFile and eServe

HOW DO YOU EDIT THE ORGANIZATION DETAILS?

1. Log in to your account and click on the “My Account” dropdown and select “My Organization”

HOME DASHBOARD MY ACCOUNT SUPPORT ARE YOU A LEGAL ASSISTANT? CONTACT HELP DESK

Dashboard

MY ACCOUNT

My Profile

My Organizations

Dashboard

eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)

Wingstein and Dragger Attorneys of Law

My Profile

2. Click on the Edit link against the Organization.

My Organizations

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



3. Or Click on the “Members” button and then the ‘Edit Organization’ button to edit the organization details.

Organization Details

[Details](#) [Members](#) [Mailboxes](#)

Organization Name	Wingstein ad Dragger Attorneys of Law
Address	444004 NE.444 ST
Country	United States
State	Ohio
City	Cincinnati
Zipcode	45201
Organization Email	
Organization Type	Court Reporter
Website	
Administrator 1 Name	Christina Ballard
Administrator 1 Email	
Administrator 1 Contact Number	1011011010
Administrator 2 Name	
Administrator 2 Email	
Administrator 2 Contact Number	

All Members

[Details](#) [Members](#) [Mailboxes](#)

Name	Wingstein ad Dragger Attorneys of Law
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](#)



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4. Click the “Edit” link on the My Organizations' main page to edit the details of the organization. Please Note: this option is available only to the administrator of the organization.

Edit Organization

[Help](#)

Organization Name *

Country *

Select country from the list.

Address 1 *

Address 2

Address 3

City *

State *

Zip Code *

Zipcode format should be : NNNNN (optionally NNNNN-NNNN) (N-Number, A-Alphabet)



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Organization Email

Website

Website URL should be in any valid format such as www.abc.com or abc.co or abc.us etc.

Administrator 1 & 2 name and contact numbers are prefilled from the User Profile depending on email. Please make sure that your profile is current and accurate. You can do this through the My Profile menu in the Dashboard.

Administrator 1 Email

Administrator 1 Name

Administrator 1 Contact Number

Administrator 2 Email

Administrator 2 Name

Administrator 2 Contact Number

5. Click the "Save" button to save the edited details of the organization. This is the confirmation message for saving the edited details.

Organization Details

✓ Wingstein and Dragger Attorneys of Law has been updated.

Name	Wingstein and Dragger Attorneys of Law
Website	
Organization Email	info@wingstein.com
Contact Name	Tiju Issac
Contact Number	1154525255
Organization Type	Court Reporter
Address	56 Constitution Ave , Peachtree City , GA 30268 , United States

[View More Organization Details](#)

[Add Members](#)

[Edit Organization](#)

[Manage Administrators](#)

[Manage Mailboxes](#)



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Wingstein ad Dragger Attorneys of Law has been updated.

Details

Members

Mailboxes

Name	Wingstein ad Dragger Attorneys of Law
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