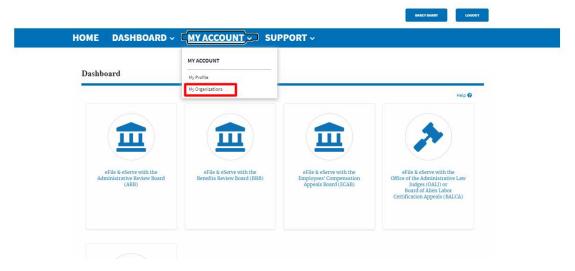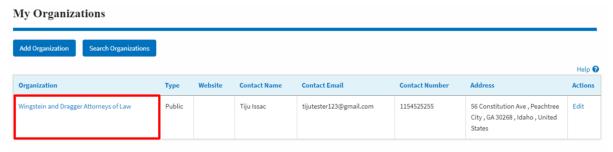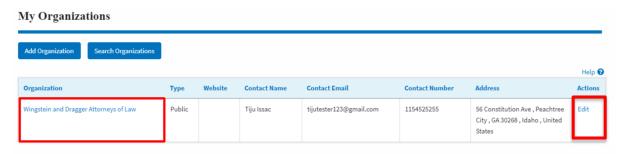# HOW DO YOU EDIT THE ORGANIZATION DETAILS?

1. Login to your account and click on the "My Account" dropdown and select "My Organization"

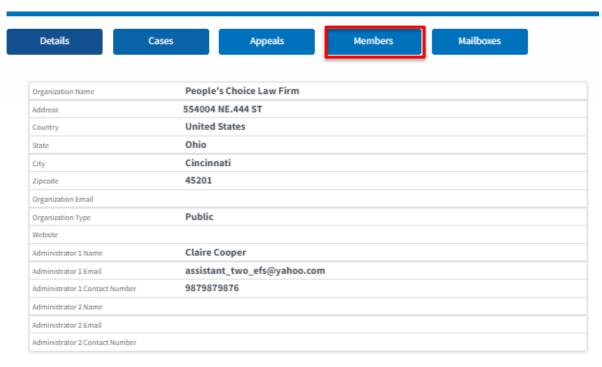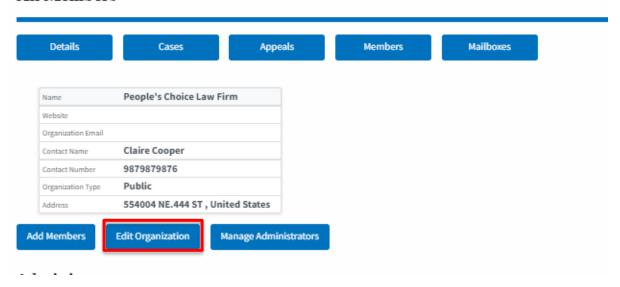2. My Organizations page is displayed

3. Click on the Edit link.

3. Or Click on the "Members" button and then the 'Edit Organization' button to edit the organization details.

Organization Details

| Details | Cases | Appeals | **Members** | Mailboxes |

Organization Name	**People's Choice Law Firm**
Address	**554004 NE.444 ST**
Country	**United States**
State	**Ohio**
City	**Cincinnati**
Zipcode	**45201**
Organization Email	
Organization Type	**Public**
Website	
Administrator 1 Name	**Claire Cooper**
Administrator 1 Email	**assistant_two_efs@yahoo.com**
Administrator 1 Contact Number	**9879879876**
Administrator 2 Name	
Administrator 2 Email	
Administrator 2 Contact Number	

All Members

| Details | Cases | Appeals | Members | Mailboxes |

Name	**People's Choice Law Firm**
Website	
Organization Email	
Contact Name	**Claire Cooper**
Contact Number	**9879879876**
Organization Type	**Public**
Address	**554004 NE.444 ST , United States**

| Add Members | **Edit Organization** | Manage Administrators |

4. Click the "Edit" link on the My Organizations' main page to edit the details of the organization. Or click on the 'Edit Organization' button on the 'Members' page.
Please Note: this option is available only to the administrator of the organization.

Edit Organization

Organization Name *

Wingstein and Dragger Attorneys of Law

Country *

United States ⬍

Select country from the list.

Address 1 *

56 Constitution Ave

Address 2

Peachtree City

Address 3

GA 30268

City *

Chicago

State *

Idaho ⬍

Zip Code *

12345

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

Organization Email

info@wingstein.com

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

tijutester123@gmail.com

Administrator 1 Name

Tiju Issac

Administrator 1 Contact Number

1154525255

Administrator 2 Email

Administrator 2 Name

Administrator 2 Contact Number

[Save]   [Cancel]

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

✅ Wingstein and Dragger Attorneys of Law has been updated.

| Details | Cases | Appeals | Members | Mailboxes |

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

[Add Members]   [Edit Organization]   [Manage Administrators]