



eFile and eServe

HOW DO YOU EDIT THE ORGANIZATION DETAILS?

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

*** DOL TEST SITE ***
THIS IS THE DOL TEST SITE

CLARE COOPER LOGOUT

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

Dashboard

MY ACCOUNT

My Profile

My Organizations

Help

eFile & eServe with the Administrative Review Board (ARB)

eFile & eServe with the Benefits Review Board (BRB)

eFile & eServe with the Employees' Compensation Appeals Board (ECAB)

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

2. Click on the name of the organization you wish to edit.

My Organizations

Add Organization Search Organizations

Help

Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
People's Trusted Law Firm	Trusted		Patricia Miles	pmiles@ptlfirm.com	9999999999	1010101 NE, 111th place, 11 G, Ohio, 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	People's Trusted Law Firm
Address	1010101 NE , 111th place , 11 G
Country	United States
State	Ohio
City	Cincinnati
Zipcode	45201
Organization Email	people_trusted@outlook.com
Organization Type	Trusted
Website	
Administrator 1 Name	Paul Hesse-Miller
Administrator 1 Email	people_trusted@outlook.com
Administrator 1 Contact Number	9999999999
Administrator 2 Name	Claire Cooper
Administrator 2 Email	people_trusted@outlook.com
Administrator 2 Contact Number	6666666666

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

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 *

People's Trusted Law Firm

Country *

United States

Select country from the list.

Address 1 *

1010101 NE

Address 2

111th place

Address 3

11 G

City *

Cincinnati

State *

Ohio

Zip Code *

45201

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

Organization Email

peoplestrustedlawfirm.com

Website

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



eFile and eServe

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.

My Organizations

People's Trusted Law Firm has been updated.

[Help](#)

Organization	Type	Website	Contact Name	Contact Email	Contact Number	Address	Actions
People's Trusted Law Firm	Trusted		Del User Mino	deluser@peoplestrusted.com	9999999999	1010101 NE, 111th place, 11 G, Ohio, United States	Edit



All Members

✔ People's Trusted Law Firm has been updated.

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