



eFile and eServe

HOW DO YOU MANAGE THE ADMINISTRATORS IN THE ORGANIZATION?

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

The screenshot shows the user interface of the eFile and eServe system. At the top, there is a navigation bar with links for HOME, DASHBOARD, MY ACCOUNT (highlighted with a red box), SUPPORT, ARE YOU A LEGAL ASSISTANT?, and CONTACT HELP DESK. Below the navigation bar, the 'MY ACCOUNT' dropdown menu is open, showing options for My Profile and My Organizations (highlighted with a red box). The main dashboard area contains three large cards: 'eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)', 'KK Reporting Firm', and 'My Profile'. A 'Help' link is visible in the top right corner of the dashboard area.

2. My Organizations page is displayed. Click on the Organization Name.

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 ‘Manage Administrators’ button.



All Members

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**

- Click on the “Add as Administrator” link against the member to be made as administrator.

Manage Administrators

Organization: Wingstein and Dragger Attorneys of Law Help

Name	Email	Created On	Manage Admin
Carol Max	caroltester001@gmail.com	07/14/2020 - 03:57 EST	Add as Administrator
Joseph Joseph	rahultester002@gmail.com	07/22/2020 - 10:28 EST	Add as Administrator
Tiju Issac	tjuteester123@gmail.com	10/14/2020 - 02:05 EST	

- The added administrator will have a blue person icon next to the name and a “Remove as Administrator” link also.

Manage Administrators

Added Carol Max as an administrator.
An email notification has been sent to Carol Max at caroltester001@gmail.com

Organization: Wingstein and Dragger Attorneys of Law Help

Name	Email	Created On	Manage Admin
Carol Max 	caroltester001@gmail.com	07/14/2020 - 03:57 EST	Remove as Administrator
Joseph Joseph	rahultester002@gmail.com	07/22/2020 - 10:28 EST	
Tiju Issac	tjuteester123@gmail.com	10/14/2020 - 02:05 EST	

- To remove the administrator, click on the “Remove as Administrator” link. Click OK on the pop-up to confirm.




eFile and eServe

Manage Administrators

- ✓ Removed Carol Max as an administrator.
- An email notification has been sent to Carol Max
- If you wish to remove the member from the organization, please click "Remove" link in the Active Members list.

[Help](#)

Organization: Wingstein and Dragger Attorneys of Law

Name	Email	Created On	Manage Admin
Carol Max	caroltester001@gmail.com	07/14/2020 - 03:57 EST	Add as Administrator
Joseph Joseph	rahultester002@gmail.com	07/22/2020 - 10:28 EST	Add as Administrator
Tiju Issac 	tijutester123@gmail.com	10/14/2020 - 02:05 EST	