



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”

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

CLAIRE 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)

People's Trusted Law Firm

Madhu's Trusted Law Firm

My Profile

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

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 Ming	user_name_ef@outlook.com	9999999999	1010101 NE , 111th place , 11 G , Ohio , United States	Edit



3. Click on the 'Manage Administrators' 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**

Help

Administrators

Name	Email	User Type	User Role	Created On
Claire Cooper		Attorney	Trusted	11/05/2020 - 18:44 EST
Del User Nine		Individual	Trusted	05/31/2022 - 10:32 EST

4. Click on the "Add as Administrator" link against the member to be made as administrator.

Manage Administrators

Organization: People's Trusted Law Firm

Name	Email	Created On	Manage Admin
Claire Cooper		11/05/2020 - 18:44 EST	
		05/06/2022 - 18:29 EST	Add as Administrator
Attorney One		05/19/2022 - 03:39 EST	Add as Administrator
Del User Nine		05/31/2022 - 10:32 EST	Add as Administrator

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



eFile and eServe

Manage Administrators

- ✓ Added Del User Nine as an administrator.
- An email notification has been sent to Del User Nine at deluser9@peoplestrusted.com.

[Help ?](#)

Organization: People's Trusted Law Firm

Name	Email	Created On	Manage Admin
Claire Cooper	cc@peoplestrusted.com	11/05/2020 - 18:44 EST	
	deluser9@peoplestrusted.com	05/06/2022 - 18:29 EST	
Attorney One	attorney_one@peoplestrusted.com	05/19/2022 - 03:39 EST	
Del User Nine	deluser9@peoplestrusted.com	05/31/2022 - 10:32 EST	Remove as Administrator

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

Manage Administrators

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

[Help ?](#)

Organization: People's Trusted Law Firm

Name	Email	Created On	Manage Admin
Claire Cooper	cc@peoplestrusted.com	11/05/2020 - 18:44 EST	
	deluser9@peoplestrusted.com	05/06/2022 - 18:29 EST	Add as Administrator
Attorney One	attorney_one@peoplestrusted.com	05/19/2022 - 03:39 EST	Add as Administrator
Del User Nine	deluser9@peoplestrusted.com	05/31/2022 - 10:32 EST	Add as Administrator