



eFile and eServe

HOW DO YOU ACCESS THE ORGANIZATION PAGE?

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

The screenshot shows a user dashboard with a blue navigation bar at the top containing links for HOME, DASHBOARD, MY ACCOUNT (with a dropdown arrow), SUPPORT, ARE YOU A LEGAL ASSISTANT?, and CONTACT HELP DESK. Below the navigation bar, a 'Dashboard' breadcrumb is visible. The main content area is titled 'Dashboard' and features a 'MY ACCOUNT' dropdown menu. The dropdown menu lists 'My Profile' and 'My Organizations', with 'My Organizations' highlighted by a red rectangular box. Below the dropdown, there are three large white cards with blue icons: a gavel icon for 'eFile & eServe with the Office of the Administrative Law Judges (OALJ) or Board of Alien Labor Certification Appeals (BALCA)', a group of people icon for 'Wingstein ad Dragger Attorneys of Law', and a person icon for 'My Profile'.

2. My Organization main page will be displayed and click on the organization name to see more options on the Organization dashboard

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. Organization Details page will be loaded with the Members and Mailboxes button.

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	

4. Click on the Members button to Add or Remove members to the organization, Edit the Organization and manage the administrators

Dashboard My Account My Organizations **Organization Details** All Members

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

Administrators

Name	Email	User Type	User Role	Created On
Christina Ballard		Individual	Court Reporter	12/03/2020 - 18:37 EST

Active Members

Name or Email

Name	Email	User Type	User Role	Created On	Actions
Christina Ballard		Individual	Court Reporter	12/03/2020 - 18:37 EST	
Jackson Sawyer		Individual	Court Reporter	03/30/2022 - 03:28 EST	Edit Remove

Join Requests



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- Click on the Mailboxes button to create and manage mailboxes.

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	user_one_efs@yahoo.com
Administrator 1 Contact Number	1011011010
Administrator 2 Name	
Administrator 2 Email	
Administrator 2 Contact Number	