

## How to Add Members to an Organization

1. **Organization Administrator** logs in to [TurboCourt](#)
2. Select **My Organization** from the User Menu > Select **Add User Account**

**TURBOCOURT**  
Relax. We're in Your Court.

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Select Language  
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Home Profile Help About Quit  
Timeout in 30 min

**My Organization**

**User Menu**

- Start new filing
- Select jurisdiction
- Messages (12)
- Recent eFilings
- My forms
- My profile
- My organization**
- Financial
- Payment methods
- eServed on me
- Check eService status
- Address book

Law Firm Name Elisabeth Law Firm  
User Type Attorney/Law Firm Contact Person  
Law Firm Phone 16024523630 Email @gmail.com  
Address 1501 W. Washington St. Suite 410, Phoenix AZ 85007, USA

**Accounts**  
Results 1 - 2 of 2

Name	Email	Status	Access Level	Assigned Payment Account(s)	
Elisabeth Firm Attorney	@gmail.com	Active	User, Company Administrator, Filing Administrator, Financial Administrator	4 account(s)	<a href="#">Manage</a> <a href="#">Assigned</a> <a href="#">Payment</a> <a href="#">Accounts</a>
Elisabeth Firm Attorney Staff	@gmail.com	Active	User	2 account(s)	<a href="#">Manage</a> <a href="#">Assigned</a> <a href="#">Payment</a> <a href="#">Accounts</a>

- Complete the **Required Fields**  
**Note:** a Bar Number should be entered when creating an account for a licensed attorney, and when a Bar Number is entered, *Issuing State* is a required field

**General Information**

\* - required field

**Account Information**

First Name \*

Middle Initial

Last Name \*

Email Address \*

Contact Phone \*  ext.

State Bar No

Issuing State \*

Additional Access ⓘ

Filing Administrator  
 Financial Administrator  
 Company Administrator

Status

Password \*  (8-32 characters, at least one alpha and one numeric character)

Re-type Password \*

**Important:** The system will automatically send an email to the user. This email will not include password information. You must use an alternate method to notify the user of his/her password.

**1** Add **2** Add & Assign Payment Accounts Cancel

- To add the new user without immediately assigning payment methods, select **Add**
- To immediately assign payment methods to the new user, select **Add & Assign Payment Accounts** > A list of payment accounts will appear

A. Select the desired **account(s)** > Select **Save**

**Full Name** Elisabeth Test Attorney  
**Email** elisabethtestattorney@gmail.com

**Assigned Payment Accounts**

	<u>Payment Account Nickname</u>	<u>Account Status</u>
<input type="checkbox"/>	Business Visa	Active
<input type="checkbox"/>	Business Visa	Inactive
<input type="checkbox"/>	Business Visa Expires 9/2021	Expired
<input checked="" type="checkbox"/>	Visa Expires 12/2030	Active

[Check All](#) [Clear All](#)

**Save** **Cancel**

b. The new user is added to the list of users that appears on the My Organization screen

**User Menu**

- o Start new filing
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- o My forms
- o My profile
- My organization
- o Financial
- o Payment methods
- o eServed on me
- o Check eService status
- o Address book
- o My help requests

**Law Firm Name** Elisabeth Law Firm  
**User Type** Attorney/Law Firm      **Contact Person**  
**Law Firm Phone** 16024523630      **Email** [redacted]@gmail.com  
**Address** 1501 W. Washington St. Suite 410, Phoenix AZ 85007, USA

**Accounts**  
Results 1 - 3 of 3

<u>Name</u>	<u>Email</u>	<u>Status</u>	<u>Access Level</u>	<u>Assigned Payment Account(s)</u>	
<a href="#">Elisabeth Firm Attorney</a>	[redacted]@gmail.com	Active	User, Company Administrator, Filing Administrator, Financial Administrator	4 account(s)	<a href="#">Manage Assigned Payment Accounts</a>
<a href="#">Elisabeth Firm Attorney Staff</a>	[redacted]@gmail.com	Active	User	2 account(s)	<a href="#">Manage Assigned Payment Accounts</a>
<a href="#">Elisabeth Test Attorney</a>	[redacted]@gmail.com	Active	User	1 account(s)	<a href="#">Manage Assigned Payment Accounts</a>

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3. The Organization Administrator **must provide the password** to the the new user