
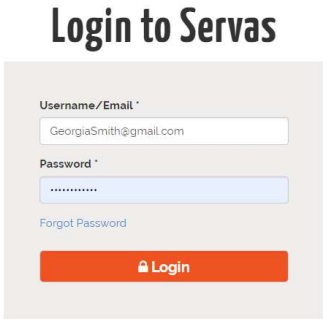


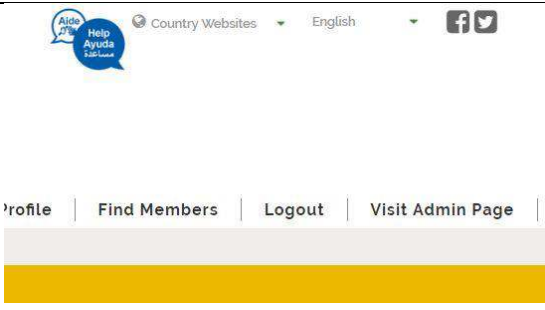


Accessing the Admin Page

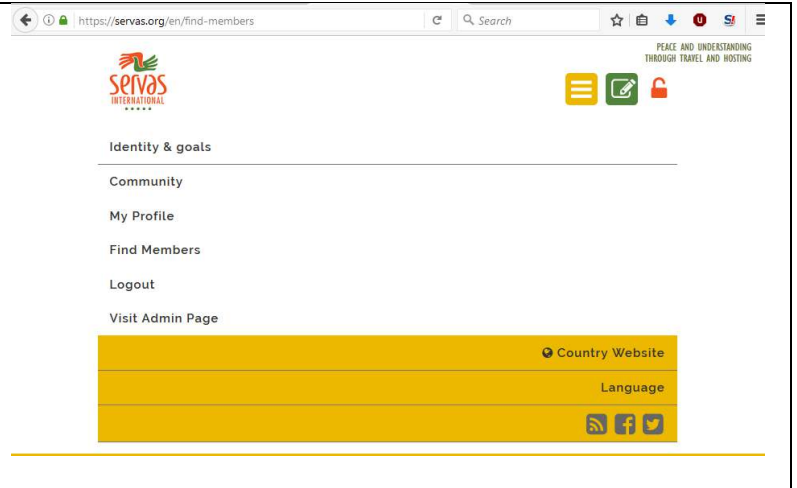
These instructions are meant for the administrators who manage ServasOnline activities within their country.

Questions and requests can be sent to servasonline@servas.org

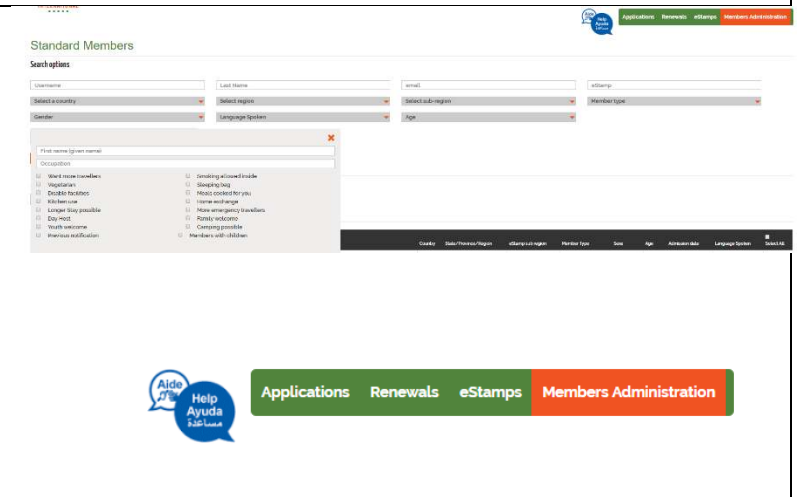
Reminder: Your screen may look different from the figures shown here; the view may vary, depending on the device you use (e.g. computer, laptop, phone) or your browser (e.g. Chrome, Safari, etc.).

<p>1. Access the Servas Online site.</p>	<p>https://servas.org/</p>
<p>2. To access your administrator account, Click the red [My Servas] button.</p>	
<p>3. User your email and password to Login.</p> <p>Note: Details regarding the login process can be found in the User help (select Help at the top of any page other than the Admin page and select Getting Started with ServasOnline)</p>	
<p>4. To select another language, click the arrow alongside English and select the relevant language.</p>	
<p>5. If the My Servas option is not available, click the red button with a lock symbol.</p>	
<p>6. Click on Visit Admin Page</p>	

7. If this option is not available, click on the yellow menu button.
8. Within the menu, select **Visit Admin Page**



9. Click on the green **[Applications]** button to access operations related to applications (opened by default).
10. You can click on any of the three green buttons to access admin functions:
Renewals
eStamps
Members Administration



11. To access documentation for each admin activity, click the **Help** (Ayuda/Aide) link in the center of the header area.

Note: Admin help will only be displayed when clicking the Help link from an Admin page. Within the other pages, User Help will be displayed.