

# How to Join and Switch Between Multiple Organizations

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## How to Join and Switch Between Multiple Organizations



This guide will walk you through how to join and switch between multiple organizations on a single account.

## 01 Prerequisites

It is now possible to be in more than one organization at a time. This means that if you get invited to another organization, you will not be kicked out of the one you are currently in. Joining a new organization still uses the same invite process. If you are unfamiliar with the invite process, please refer to our guide called "How to invite users to your organization".

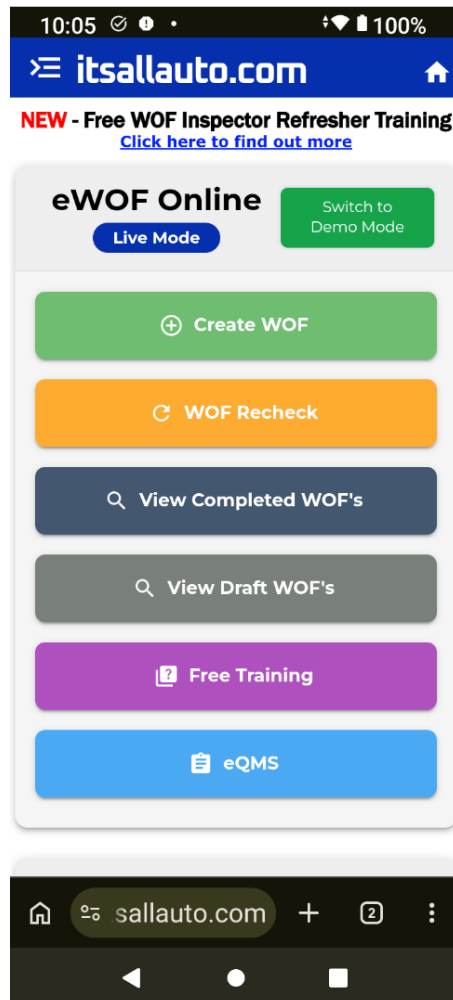
[Learn more](#)

### Prerequisites

- You can belong to multiple organizations at the same time
- Accepting a new invite will not remove you from your current organization
- Joining a new organization follows the standard invite process
- Refer to “How to invite users to your organization” for step-by-step guidance
- Access video guides via: [itsallauto.com](https://itsallauto.com) → Training/Set Up → How it Works

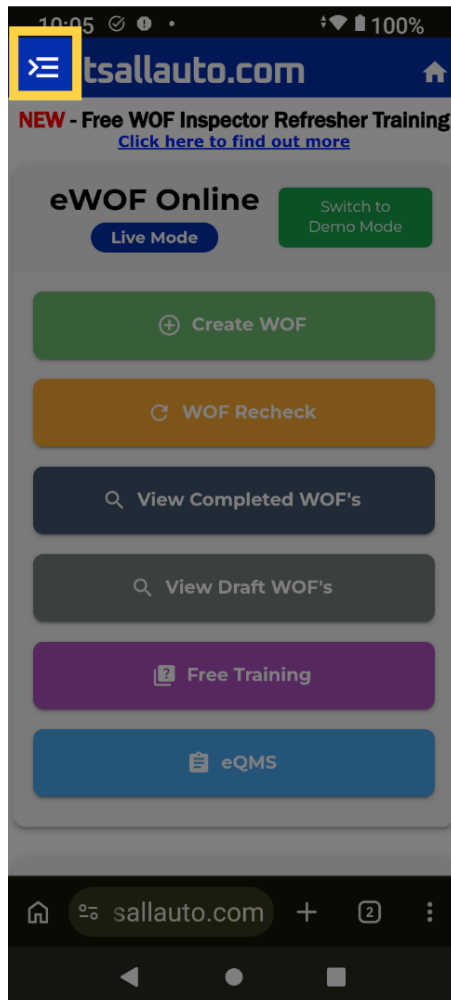
## 02 After Being Invited

Assuming you have just been invited to the new organization, you should automatically be switched to it.



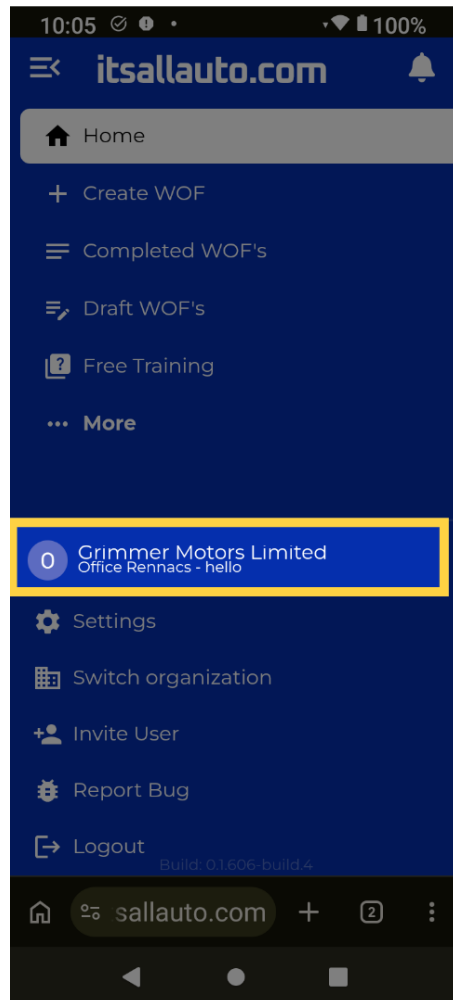
### 03 Checking New Organization

To double check that you have switched to the new organization, open the side bar.



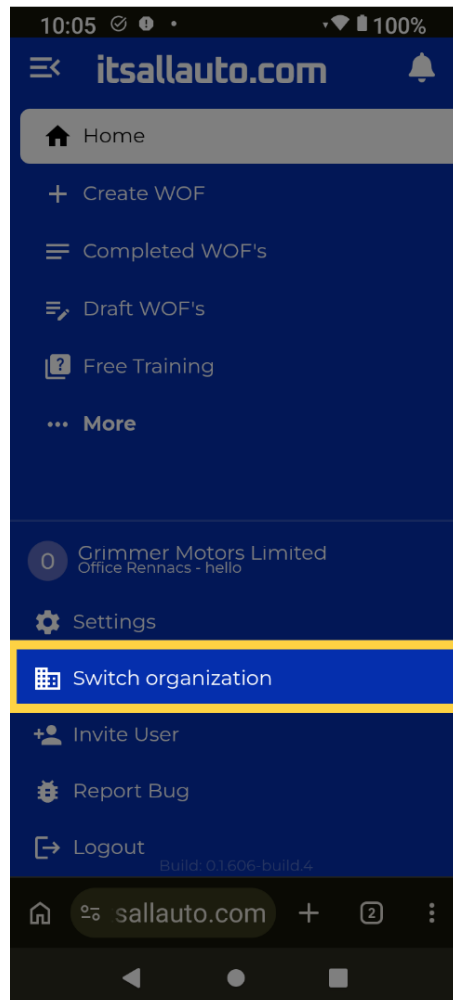
## 04 Checking Current Organization Name

From this menu, you should be able to see the name of the current organization you're in.



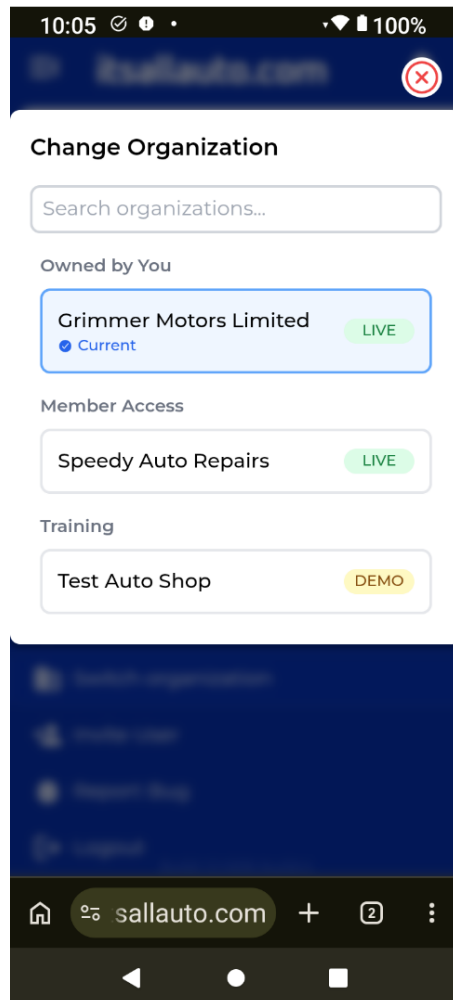
## 05 Switching Organization

From this menu, there is a button that gives you the option to switch between all the organizations you have been invited to.



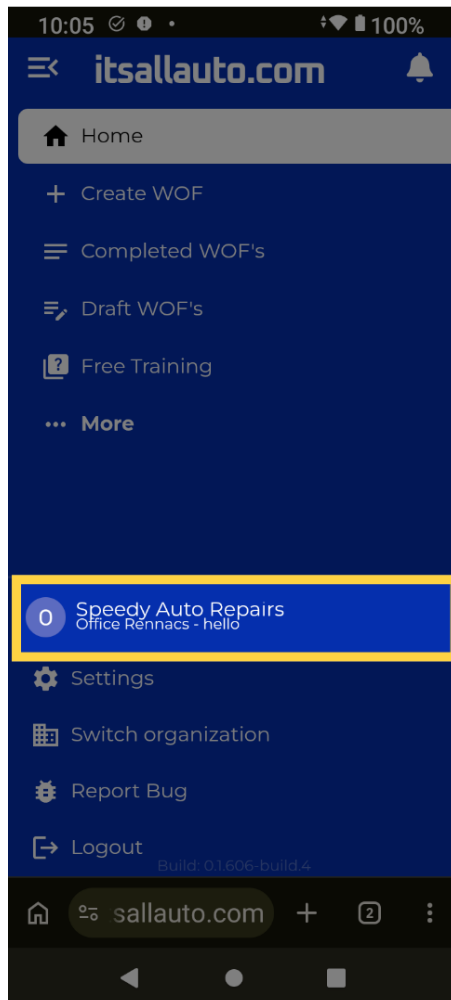
## 06 Change Organization Menu

To switch to a certain organization, tap on any which option you want to switch to. In our case, we will switch to Speedy Auto Repairs.



## 07 Checking Current Organization Has Changed

After switching to another organization, your page will refresh itself. After refreshing, double check that you are in the organization you have selected.



Thank you for watching. If you wish to contact us you can email us at [admin@itsallauto.com](mailto:admin@itsallauto.com) , or phone 07 595 0032

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