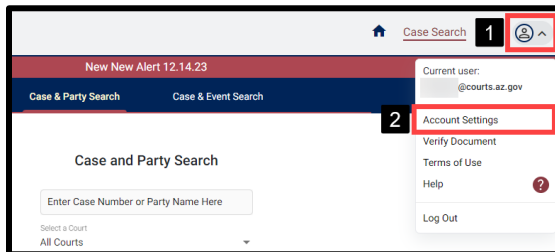


## eAccess Update Telephone Number

This process is used to update the telephone number associated to the user account. A user that is an administrator for an organization does NOT have the capability to update the telephone number for a user that is a member of the organization.

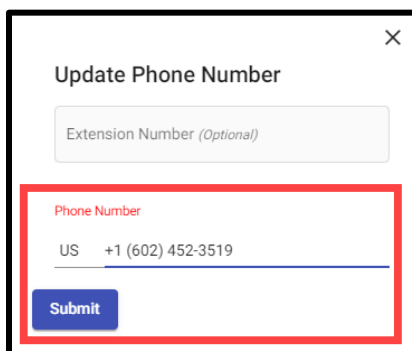
1. Log in to eAccess: <https://eaccess.azcourts.gov/>
2. In the upper-right corner of the page, select the **User icon** > Select **Account Settings**



3. Select the **Edit link**, which is displayed to the right of the existing phone number  
**Note:** if a phone number was NOT entered during (or after) registration, the statement *None Entered* will appear instead of a number



4. The Update Phone Number pop-up window will open > By default, the Extension Number field will be selected, if needed, enter an extension number > Select the **Phone Number field**, and enter the **phone number** > Select the **Submit button**



5. The Account Settings page will reload, and the input telephone number will be displayed