

eFileAZ

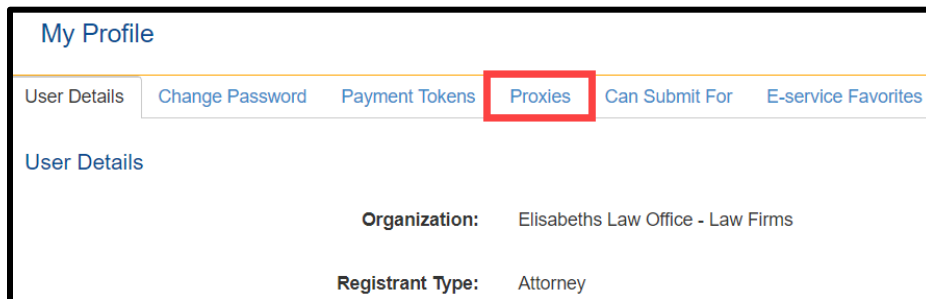
Add a Proxy Designation

The [Terms of Use](#) for eFileAZ require that all registered users maintain the security of their username and password. To maintain the integrity of user accounts, eFileAZ allows a user to designate another registered user as a proxy, which allows the proxy to eFile documents on behalf of the user.

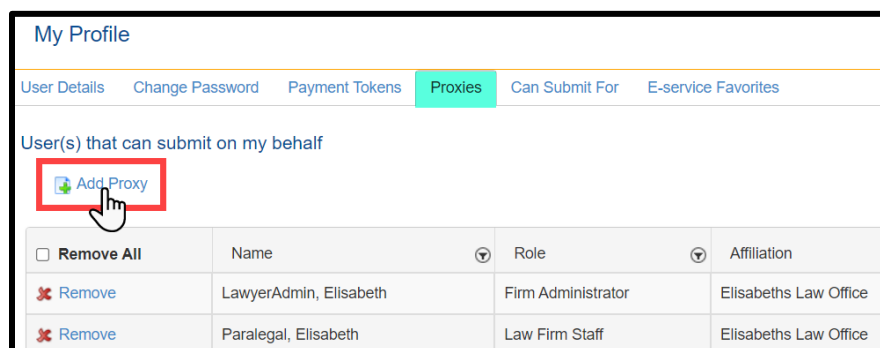
1. Log in to eFileAZ: <https://efile.azcourts.gov>
2. **Hover over My Account** to access the drop-down menu > Select **My Profile**



- a. The My Profile page will open, and the User Details tab will be selected by default
- b. Select the **Proxies tab** > A list of the users that have been designated as a Proxy will be displayed



- i. Select **Add Proxy**



- A. The Search Registered Filers pop-up window will open > Enter a **Last Name** or **Bar Number** (as it exists within the user's profile) > Select the **Search** button

Search Registered Filers

Last Name: First Name:

Bar Number:

- The **Bar Number** field may be used to search by an attorney's or legal paraprofessional's **Arizona State Bar License Number** or by a process server's **Arizona Certification Number**

- B. A list of users matching the search criteria will be displayed below the search fields > In the **Select** column, select the appropriate **checkbox** > Select the **Select** button

Select	Name	Filer Role	Affiliation	ID #	Primary Email	Primary Phone
<input type="checkbox"/>	Paralegal, Elisabeth	Law Firm Staff	Elisabeths Law Office		@courts.az.gov	602-452-3519
<input checked="" type="checkbox"/>	Paralegal, Elisabeth Test	Law Firm Staff	Elisabeths Law Office		@courts.az.gov	602-452-3519
<input type="checkbox"/>	ParalegalAdmin, Elisabeth	Law Firm Staff	Elisabeths Law Office		@courts.az.gov	602-452-3519

1 - 3 of 3 items

- ii. The user will be added to the list of proxies > To save the changes, select the **Update** button > A pop-up notification will open > Select **OK**

My Profile

User Details Change Password Payment Tokens Proxies Can Submit For E-service Favorites

User(s) that can submit on my behalf

[Add Proxy](#)

<input type="checkbox"/> Remove All	Name	Role	Affiliation
<input type="checkbox"/> Remove	LawyerAdmin, Elisabeth	Firm Administrator	Elisabeths Law Office
<input type="checkbox"/> Remove	Paralegal, Elisabeth	Law Firm Staff	Elisabeths Law Office
<input checked="" type="checkbox"/> Remove	Paralegal, Elisabeth Test	Law Firm Staff	Elisabeths Law Office

- A. The new proxy will have the capability to file documents with a court, on behalf of the user