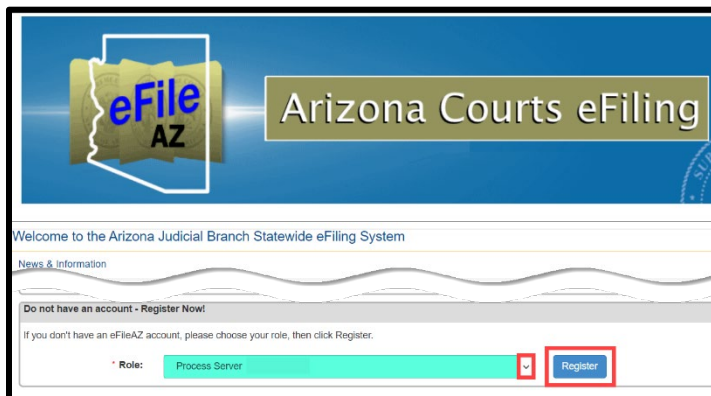


eFile AZ Registration for Process Servers

This type of account should only be created by a **certified process server**. To create an organization account for a business that includes one or more process servers, see the Organization Account Registration reference guide available at <https://azcourts.gov/efilinginformation/Training/eFileAZ-Training>.

1. Access the website <https://efile.azcourts.gov>
2. In the **Register Now** section, from the **Role drop-down menu**, select **Process Server** > Select the **Register button**



3. The Account Registration page will open > **Required fields**, are identified by a red asterisk (*)

Account Registration Help

* Registration Type: Setup Person Setup Organization (Business/Exempt Agency/Law Firm/Government Agency)

* Role:

Arizona ID: ID Type: Certification #
Example: Yavapai = YC0001, Gila = GL-PS000001, Mohave = MH 2022 00001

* User Name:
Password must be between 6 and 16 characters, with at least 1 number

* Password:

* Re-type Password:

* Security Question:

* Security Answer:

* First: Middle: * Last: Suffix:

* Primary Email:

Alternate Email1/Email2:

* Address 1/2:

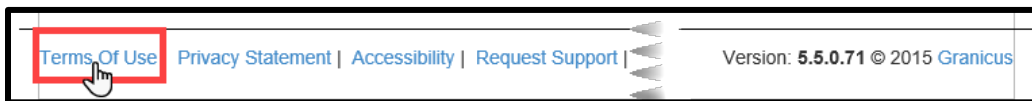
* Country/City:

* State/ Zip Code:

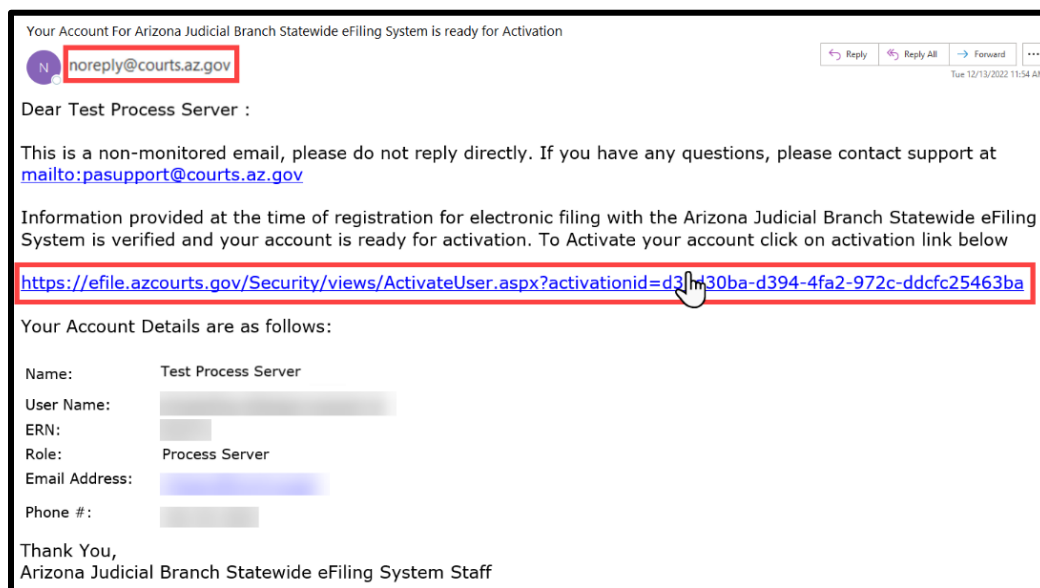
Phone # (Format ###-###-####): Extension:

CONSENT: By clicking the "Register" button, I understand and agree to the Terms & Conditions governing the use of the Arizona Courts eFiling System. Additionally, by electronically filing through the Arizona Courts eFiling System, I understand and agree to electronic service of court documents submitted on my cases via email at the address(es) I have provided.

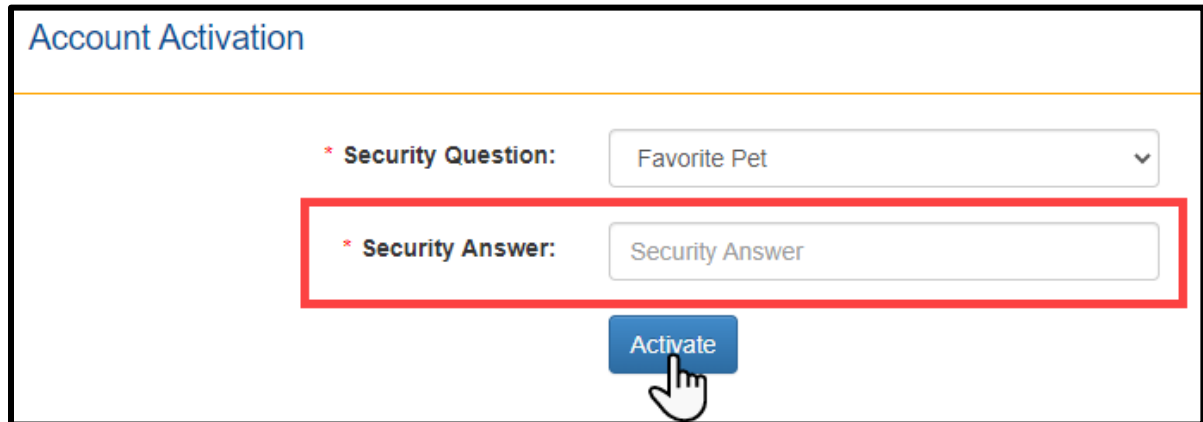
- a. **Registration Type:** **Setup Person** is selected by default
- b. **Role:** **Process server** is selected by default
- c. **Arizona ID:** Enter the Arizona **process server certification number**
*Note: this field is **required**, even though an asterisk does not appear*
- d. **User Name:** The user name **will be used to log in** to eFileAZ (NOT the email address)
- e. **Password:** Must contain **6 to 16 characters**, and include at least **one number**
- a. **Security Question/Answer:** This information **will be used to activate** the user account, and the **Security Answer** is **case sensitive**
- b. **Name:** Do **NOT enter any special characters** (e.g., an apostrophe (') or hyphen (-))
- f. **Alternate Email:** These fields may be used to identify up to two additional email addresses that will receive a **courtesy copy of eFileAZ email notifications** that are sent to the user
- g. **To consent to the Terms and Conditions and complete the registration process**, select the **Register button**
 - i. View the Terms of Use at: <https://efile.azcourts.gov/Arizona/Misc/TermsOfUse.aspx>
 - ii. A link is always available in the **bottom left corner** of the eFileAZ webpages, *and the page will open in a new tab or window*



4. *The user's primary and (if entered) alternate email addresses will receive an activation link from noreply@courts.az.gov* > To activate the account, select the **link** in the body of an email



- a. *The account activation page will open, and the security question selected during registration will be pre-selected* > Enter the **Security Answer** > Select the **Activate button**



Account Activation

* Security Question: Favorite Pet

* Security Answer: Security Answer

Activate

- i. The user account is activated and ready for use