

eFileAZ

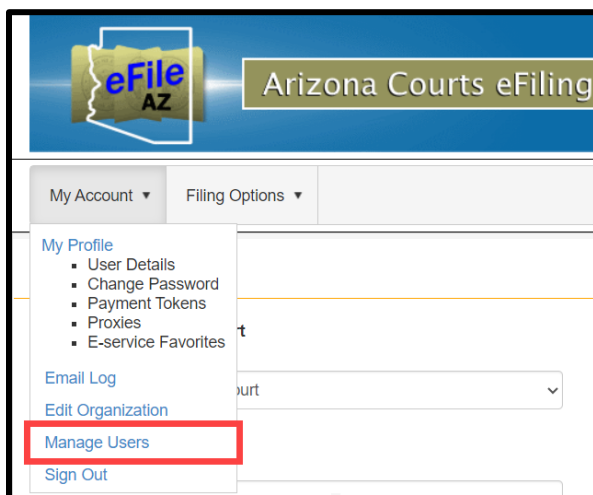
Organization Administrators

Create a New User Account or Associate an Existing User Account

An **organization administrator** has the capability to **create NEW user accounts** for members of the organization and other organization administrators.

An organization administrator does NOT have the capability to associate an existing user account to the organization. For assistance with associating an existing account to an organization, contact AOC Support Services at pasupport@courts.az.gov. When an existing user account is associated to the organization, the user will maintain access to case documents for the cases that the user had eFiled into using the existing account.

1. Log in to eFileAZ: <https://efile.azcourts.gov>
2. To create a new user account, **hover over My Account** to access the drop-down menu > Select **Manage Users**



- a. The Organization Users page will open and display a list of all users currently associated to the organization > Select **Add User**

The screenshot shows the 'Elisabeths Law Office Users' page. At the top, there is a title 'Elisabeths Law Office Users'. Below the title, there is a red box around the 'Add User' button. Below the button, there is a table with the following data:

#	StatusDescription	LogonName	Name
✘ 🔑	Active	lawyeradmin	LawyerAdmin, Elisabeth
✘ 🔑	Active	testparalegal	Paralegal, Elisabeth Test

At the bottom of the table, there is a pagination control showing '1' in a blue box, indicating the current page number.

- i. The Add User page will open > Complete the **Required Fields** (called-out in red within the screenshot below) > Select the **Add button**

The screenshot shows the 'Add User' form for Elisabeths Law Office. The form is titled 'Add User' and includes the following fields and options:

- Organization: Elisabeths Law Office
- * Role: Select Role (A)
- Arizona ID: Arizona ID (B)
- ID Type:
- * User Name:
- The default password is "eportal". User will be required to select a new password upon signing in
- * First: First Name (red box)
- Middle: Middle Name
- * Last: Last Name (red box)
- Suffix:
- * Primary Email: Primary Email (red box)
- Alternate Email1/Email2: Alternate Email1, Alternate Email2
- * Address 1/2: Address 1 (red box), Address 2
- * Country/City: UNITED STATES (dropdown), City (red box)
- * State/ Zip Code: Select State (dropdown), Zip Code (red box)
- Phone # (Format ###-###-####): Phone Number Format ###-###-####, Extension:
- Can act as administrator (C)
- Add (blue button), Cancel

- A. **Role:** select the **appropriate user role**
1. The available options **depend on the organization's type** within eFileAZ
 - a. For a **Law Firm**, when creating a user account for a **non-attorney office staff person**, select the user role of **Staff**
 - i. For a non-attorney staff person that is a **Licensed Legal Paraprofessional**, select the user role of **Attorney**
 - b. For a **Business, Exempt Agency, or Government Agency**, when creating a user account for a **non-attorney office staff person** who is not a licensed legal paraprofessional or process server, select the user role of **Self-Represented Litigant until a Staff role become available**
- B. **Arizona ID:** this field appears only when the selected Role is **Attorney or Process Server** > Enter the attorney's or legal paraprofessional's **Arizona State Bar License Number or** the process server's **Arizona Certification Number**
- C. **Can act as administrator:** select the **checkbox** to provide the user with administrator permissions
- ii. The new user's information will be displayed on the Manage Users page, and the user's status will remain as **Pending Activation** until the user activates their account

The screenshot shows the 'Elisabeths Law Office Users' page. It includes an 'Add User' button and a table of users. The table has the following columns: #, StatusDescription, LogonName, and Name.

#	StatusDescription	LogonName	Name
1	Active	lawyeradmin	LawyerAdmin, Elisabeth
2	Active	testparalegal	Paralegal, Elisabeth Test
3	Pending Activation	paralegaladmin	ParalegalAdmin, Elisabeth

- b. The new user will receive a Ready for Activation email from noreply@courts.az.gov, which will provide a temporary password and a link to activate the user account
- i. The new user will select the **link** > *The Account Activation page will open* > The new user will complete the **required fields** (called-out in red within the screenshot below) and confirm, or update, the pre-populated information (called-out in blue within the screenshot below) > Select the **Activate button**

- A. **Current Password:** enter the **temporary password**, which was provided in the registration email
- B. **New Password / Re-enter Password:** enter a **new password**
- C. **Security Question:** select a security question from the **drop-down menu**
- D. **Security Answer:** enter the **answer** for the selected security question
- ii. *The new user account is ready for use, and on the Manage Users page, the new user's status will be updated to Active*

#	StatusDescription	LogonName	Name
✖ 🔑	Active	lawyeradmin	LawyerAdmin, Elisabeth
✖ 🔑	Active	testparalegal	Paralegal, Elisabeth Test
✖ 🔑	Active	paralegaladmin	ParalegalAdmin, Elisabeth