

eFileAZ

Organization Administrators

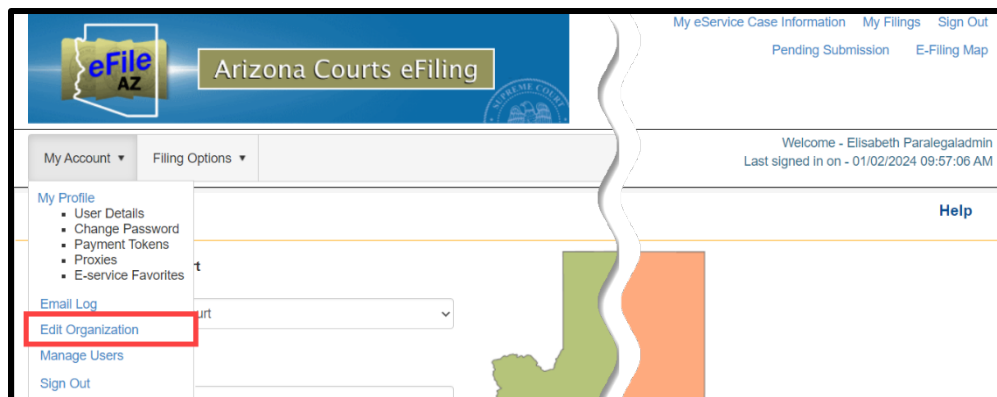
Manage the Organization's User Account

Only an **organization administrator** has the capability to update the organization's: name, primary email address, address, and phone number.

If an organization's name contains an apostrophe (e.g., *Gila County Attorney's Office*), the **apostrophe must be excluded** from the organization's name within its eFileAZ organization profile. If the organization's name includes an apostrophe within its eFileAZ organization profile, then the court's case management system will NOT be able to process any submission from any member of the organization.

For information about **creating, assigning, and deleting payment methods** at the organization level, see the eFileAZ reference guides for organization administrators, available at <https://www.azcourts.gov/efilinginformation/Training>.

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



- a. The Organization Profile page will open, and the **Information tab** will be displayed by default
 - i. **As needed, update** any information field > Select the **Update button**

 A screenshot of the 'Organization Profile' page. The 'Information' tab is selected. The form contains the following fields:

- Organization Name: Elisabeths Law Office
- Type: Law Firms
- Primary Email: @courts.az.gov
- Alternate Email1/Email2: Alternate Email1, Alternate Email2
- Address 1/2: 1501 West Washington Street, Suite 410
- Country/City: UNITED STATES, Phoenix
- State/Zip Code: Arizona, 88007
- Phone # (Format ###-###-####): 602-452-3519, Extension:

 The 'Update' button at the bottom is highlighted with a red box.