

eFileAZ

Reset a Forgotten Password

1. Access the website: <https://efile.azcourts.gov>
2. Select the **Forgot Password? button**

- a. *The Forgot Password Page will open*

- i. Enter the user account's **User Name** (*this is a required field*)
 - ii. Enter the user account's **Primary Email address** and/or the user account's **Security Question and Security Answer** (*the security answer is case sensitive*)
 - iii. Select the **Reset Password button**
3. *The Reset Password Complete page will open, and the account's primary and alternate email address will receive an email from noreply@courts.az.gov with a link to complete the password reset process*
 - a. The link will expire if the password reset process is not completed within 60 minutes
 - b. Select the **link** > *The Change Password page will open* > Enter a **new password** > Select the **Change button**