

eFileAZ

User Account Management – Update User Details

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

 A screenshot of the 'My Profile' page in the eFileAZ system. The page has a navigation bar with tabs: 'User Details' (selected), 'Change Password', 'Payment Tokens', 'Proxies', 'Can Submit For', and 'E-service Favorites'. The main content area is titled 'User Details' and contains several form fields:

- Organization: Unaffiliated Users
- Registrant Type: Self-Represented Litigant
- User Name: [Text input field]
- #: [Text input field]
- Arizona ID: [Text input field]
- Security Question: Favorite Pet (dropdown menu)
- Security Answer: [Text input field]
- Name: Litigant (dropdown), Middle Name: [Text input field], Last: Self Represented (dropdown), Suffix: [Text input field]
- Primary Email: @courts.az.gov (text input)
- Alternate Email1/Email2: [Text input fields]
- Address 1/2: 1501 West Washington Street (text input)
- Country/City: UNITED STATES (dropdown), Phoenix (text input)
- State/ Zip Code: Arizona (dropdown), 85007 (text input)
- Phone # (Format ###-###-####): 602-452-3519 (text input), Extension: [Text input field]

 At the bottom of the form, there is an 'Update' button highlighted with a red box.

- i. **Update** information, as needed > Select the **Update button**
- A. The user will have the capability to update only the following fields:

1. User Name

2. Security Question / Security Answer
 3. Name fields
 4. Primary Email / Alternate Emails
 5. Address
 6. Phone Number
- ii. The **Registrant Type** (*user role*) and **Arizona ID** (*attorney's or legal paraprofessional's Arizona State Bar license number or process server's Arizona certification number*) **CANNOT be updated**; for assistance with updating this information, **contact AOC Support Services** at pasupport@courts.az.gov