

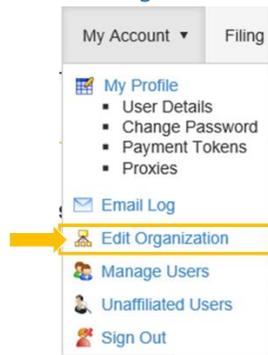
Updating Organization Addresses in eFileAZ

1. Log in to eFileAZ as a user with administrative access

2. Click on the *My Account* link from the top menu.



3. Click on the *Edit Organization* link on the My Account menu.



4. Make the appropriate changes to the address (Address, City, State, and Zip are required)

Organization Profile

Information | Payment Tokens

* Organization Name: Testing organization | x * Type: Law Firms

* Primary Email: mfoitz@courts.az.gov

Alternate Email1/Email2: Alternate Email1 Alternate Email2

* Address 1/2: 1501 W Washington Address 2

* Country/City: UNITED STATES Phoenix

* State/ Zip Code: Arizona 85007

Phone # (Format ###-###-####): 444-444-4444 Extension:

Update

5. Click the *Update* button when complete

