

SETTING UP AN ORGANIZATION ACCOUNT IN EFILEAZ

ARIZONA SUPREME COURT



REGISTERING AS AN ORGANIZATION

- Organizations consist of:
 - Law Firms
 - Businesses
 - Exempt Government Agencies
 - Non Exempt Government Agencies
 - Organizations

WHY SHOULD I REGISTER AS AN ORGANIZATION?

- There are 2 or more people who will be using eFile.AZCourts
- Added Administrator functionality:
 - See all filings created by users
 - Create new users or add additional administrators
 - Inactivate users
 - Change user's passwords
 - Edit organization information (addresses, phone numbers, etc)
 - Set up payment tokens for the organization and assign to different users

LET'S GET STARTED!



Enter <https://eFileAZ> into your internet browser's address field

Click the drop-down
box next to ROLE

Choose
ORGANIZATION

Click
REGISTER

Welcome to the Arizona Judicial Branch Statewide eFiling System Dev/qa Help

Login

* Required Field

* **User Name:**

* **Password:**

Do not have an account - Register Now!

If you need a portal account, please indicate the filer role you need and click Register.

* **Role:**

- Select Role
- Attorney
- Process Server
- Self-Represented Litigant
- Transcriptionist
- Organization (Business/Exempt Agency/Law Firm/Government Agency)**

and Google Chrome.

SETUP ORGANIZATION will be selected as default

Account Registration

* **Registration Type:** Setup Person Setup Organization (Business/Exempt Agency/Law Firm/Government Agency)

Required fields are indicated by a red asterisk

Organization Information

* Organization Name:	<input type="text" value="Organization Name"/>	* Type:	<input type="text" value="Select"/>
* Primary Email:	<input type="text" value="Primary Email"/>		
Alternate Email1/Email2:	<input type="text" value="Alternate Email1"/>	<input type="text" value="Alternate Email2"/>	
* Address 1/2:	<input type="text" value="Address 1"/>	<input type="text" value="Address 2"/>	
* Country/City	<input type="text" value="UNITED STATES"/>	<input type="text" value="City"/>	
* State/ Zip Code:	<input type="text" value="Select State"/>	<input type="text" value="Zip Code"/>	
Phone # (Format ###-###-####):	<input type="text" value="Phone Number Format ###-###-####"/>	Extension:	<input type="text"/>

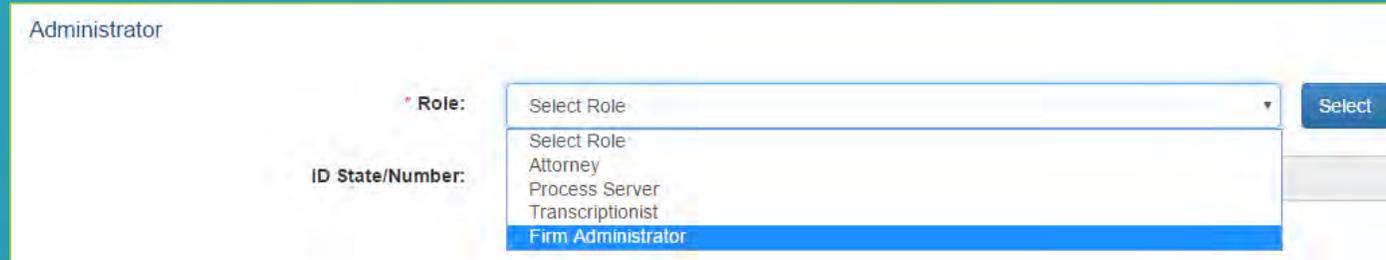
[Copy Contact Information to Administrator](#)

Select the TYPE of organization from the drop-down

Enter the organization's information

SETTING UP THE ADMINISTRATOR

Select the Administrator type from the ROLE dropdown



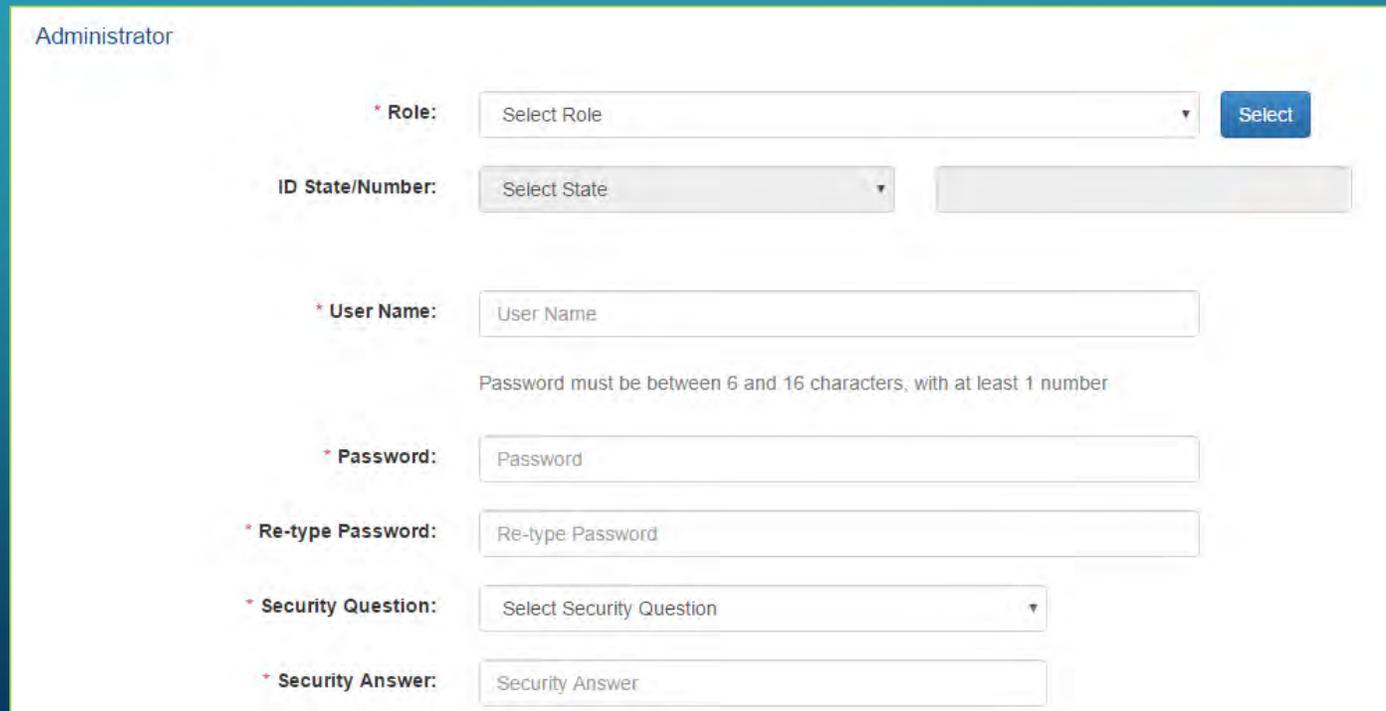
Administrator

* Role: Select Role

ID State/Number: Select State

Select Role
Attorney
Process Server
Transcriptionist
Firm Administrator

Complete the required fields as indicated by the red asterisk



Administrator

* Role: Select Role

ID State/Number: Select State

* User Name: User Name

Password must be between 6 and 16 characters, with at least 1 number

* Password: Password

* Re-type Password: Re-type Password

* Security Question: Select Security Question

* Security Answer: Security Answer

The password must be between 6 and 16 characters and include at least 1 number

If the administrator contact information is the same as the person's information added in the Organization Information section, click COPY CONTACT INFORMATION TO ADMINISTRATOR

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

[Copy Contact Information to Administrator](#)

Administrator

	* First:	Middle:	* Last	Suffix
Name:	<input type="text" value="First Name"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Last Name"/>	<input type="text" value=""/>
* Primary Email:	<input type="text" value="jj@fake.com"/>			
Alternate Email1/Email2:	<input type="text" value="Alternate Email1"/>		<input type="text" value="Alternate Email2"/>	
* Address 1/2:	<input type="text" value="999 Lane"/>		<input type="text" value="Address 2"/>	
* Country/City	<input type="text" value="UNITED STATES"/>	<input type="text" value="Phoenix"/>		
* State/ Zip Code:	<input type="text" value="Arizona"/>	<input type="text" value="85007"/>		
Phone # (Format ###-###-####):	<input type="text" value="602-555-5555"/>	Extension:	<input type="text" value="555"/>	

CONSENT TO EMAIL SERVICE: By electronically filing through Arizona Judicial Branch Statewide eFiling System I understand and agree to electronic service of court documents submitted on my cases via email at the address(es) I have provided. [Register](#)

eFile.AZCourts will copy the contact information from the Organization Information section into the fields here

Enter the administrator's name

By using eFile.AZCourts you are consenting to email service.
See Arizona Supreme Court, Administrative Order 2014-27 for
more information

CONSENT TO EMAIL SERVICE: By electronically filing through Arizona Judicial Branch Statewide eFiling System I understand and agree to electronic service of court documents submitted on my cases via email at the address(es) I have provided.

Register

If all fields are correct, click REGISTER

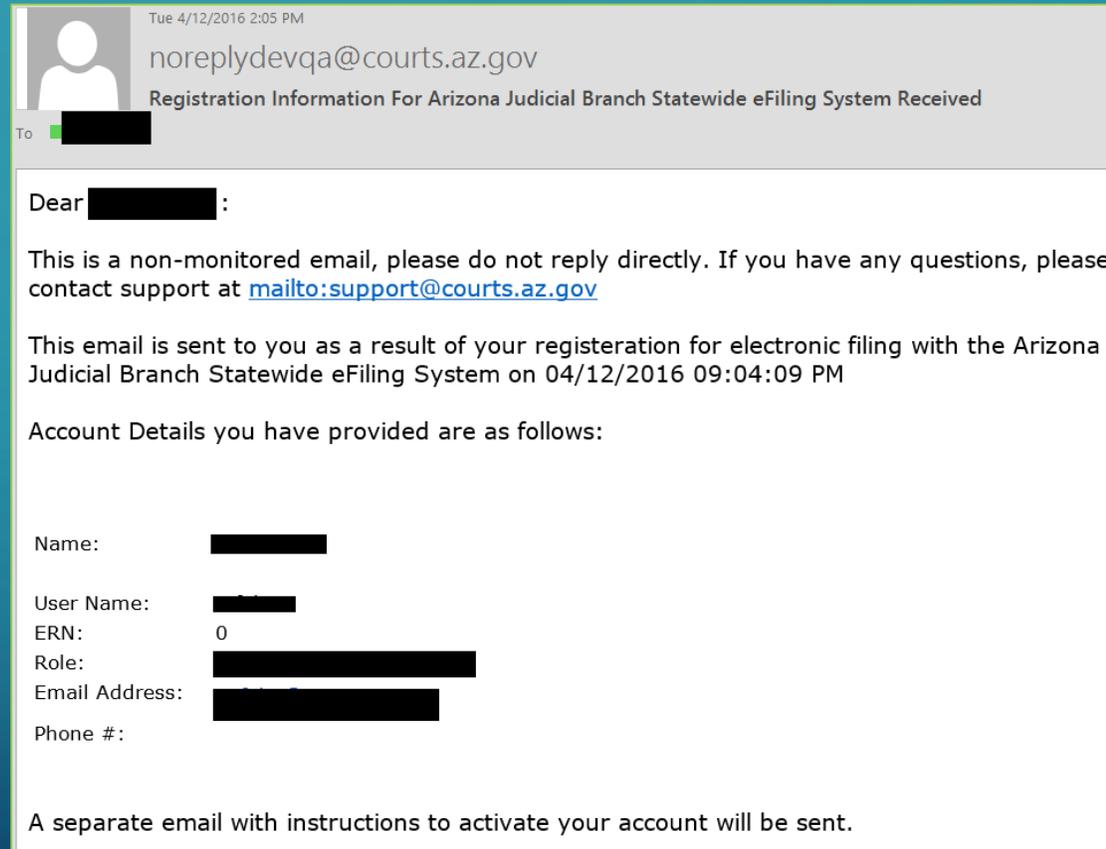
Once the Administrative Office of the Courts (AOC) has received your registration and depending on court processes, your registration will either be manually approved or denied, or, your registration will be automatically approved

ACCOUNT APPROVAL BY THE ADMINISTRATIVE OFFICE OF THE COURTS (AOC)

Some Courts require a manual registration approval process to be done by the AOC.
If this is the case...

After you click REGISTER,
you will receive an email
at the address given
during registration

This email will list
information you
added during the
registration process

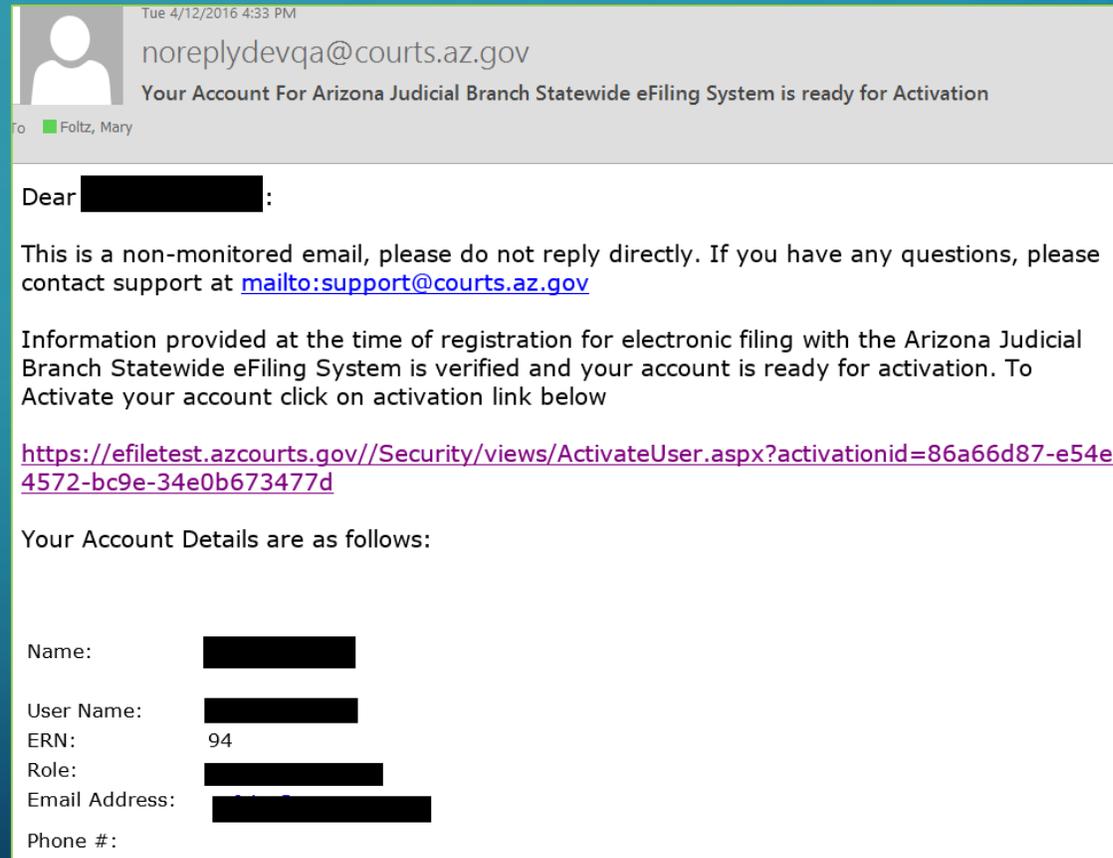


AUTOMATIC ACCOUNT APPROVAL

Some Courts will not require manual approval of your registration by the AOC.
If this is the case...

After you click REGISTER,
you will receive an email at
the address entered
during registration

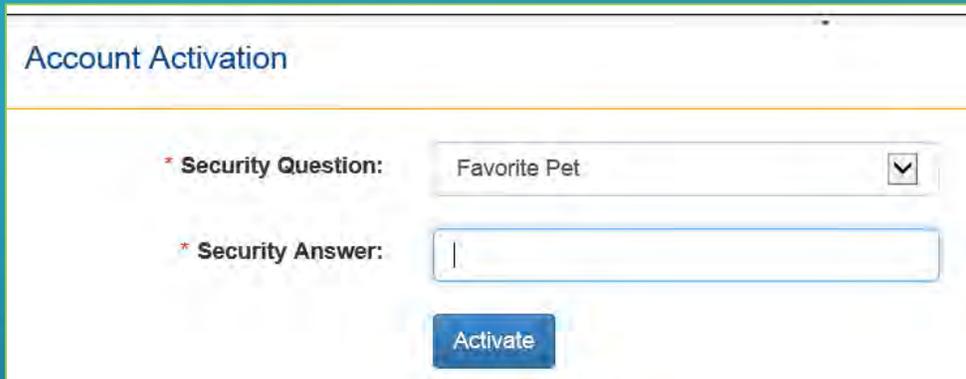
This email will list the
information added during
the registration process
along with a link to
activate the account.



The screenshot shows an email interface with a header bar containing a profile icon, the date and time 'Tue 4/12/2016 4:33 PM', and the sender email 'noreplydevqa@courts.az.gov'. Below the header, the subject line reads 'Your Account For Arizona Judicial Branch Statewide eFiling System is ready for Activation'. The email body starts with 'Dear [REDACTED]:' followed by a disclaimer: 'This is a non-monitored email, please do not reply directly. If you have any questions, please contact support at <mailto:support@courts.az.gov>'. The main message states: 'Information provided at the time of registration for electronic filing with the Arizona Judicial Branch Statewide eFiling System is verified and your account is ready for activation. To Activate your account click on activation link below'. A purple hyperlink is provided: '<https://efiletest.azcourts.gov/Security/views/ActivateUser.aspx?activationid=86a66d87-e54e-4572-bc9e-34e0b673477d>'. The email concludes with 'Your Account Details are as follows:' and a list of fields: 'Name: [REDACTED]', 'User Name: [REDACTED]', 'ERN: 94', 'Role: [REDACTED]', 'Email Address: [REDACTED]', and 'Phone #: [REDACTED]'.

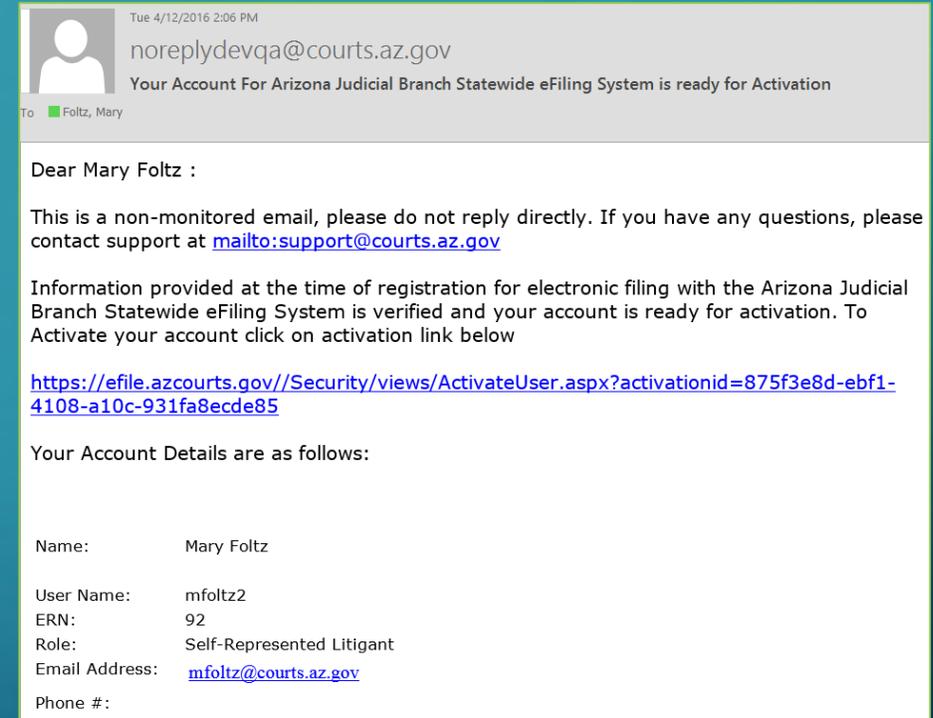
Once your registration has been processed, you will receive the following email...

Click on the activation link



The screenshot shows a web form titled "Account Activation". It contains two required fields: "Security Question" and "Security Answer". The "Security Question" dropdown menu is set to "Favorite Pet". Below the "Security Answer" text input field is a blue "Activate" button.

You will be taken back to eFile.AZCourts to activate your account by entering in the answer to your Security Question.



If your registration was denied, you will receive a registration account denied email

YOU ARE NOW A REGISTERED ORGANIZATION!!



You can now set up:

- Payment tokens
- Proxies

You can also:

- Edit organization information
- Manage users
- Associate Unaffiliated Users

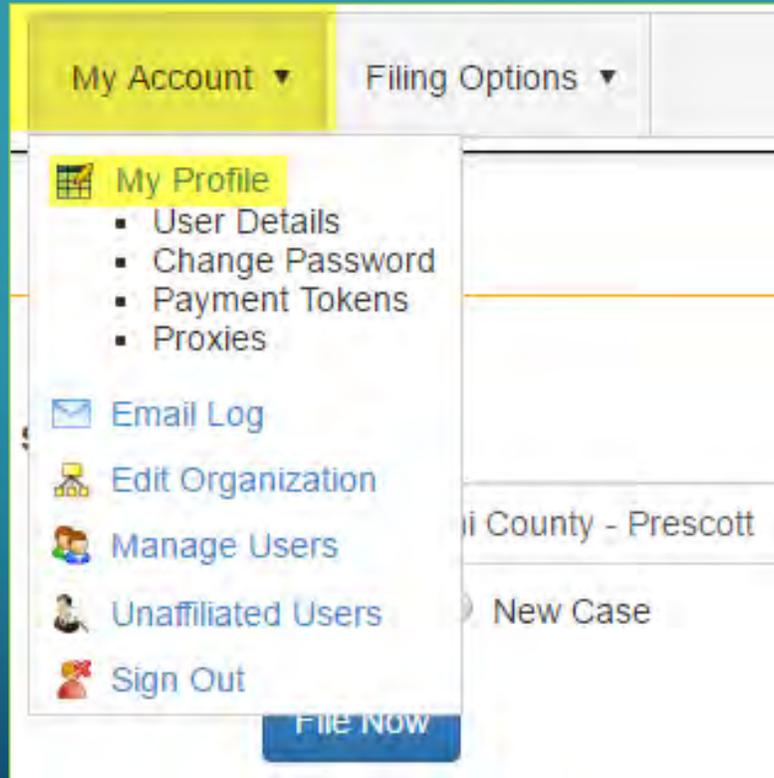
PAYMENT TOKENS

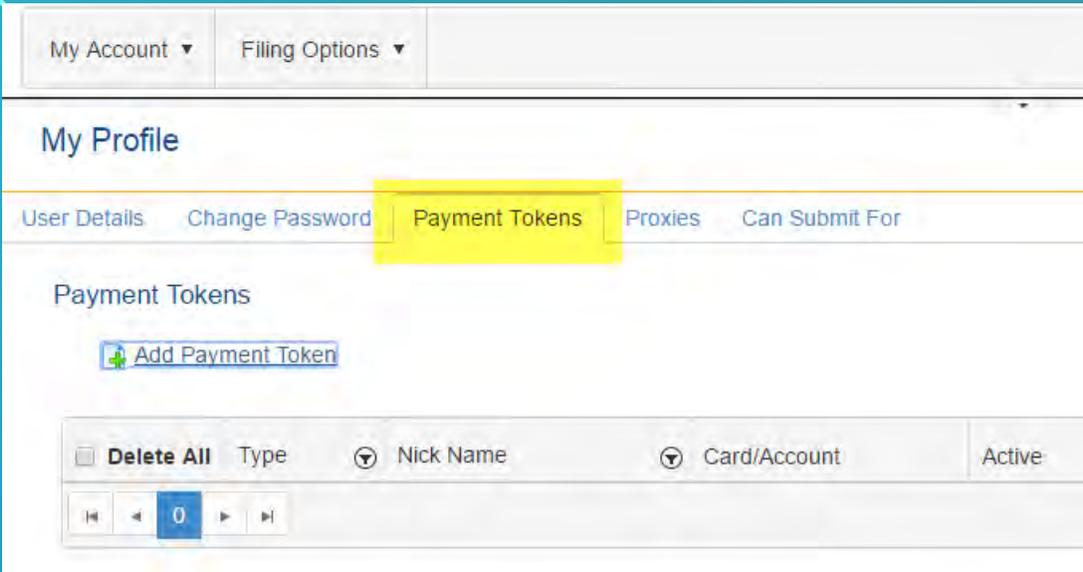
- eFile.AZCourts features a payment token process that allows users to save credit card information using a payment method where the credit card number is replaced with a surrogate value called a token
- These tokens are then assigned to users and are used instead of entering credit card information
- Storing tokens instead of credit card numbers and assigning them to users is more secure than entering in a credit card as it reduces the amount of cardholder data in the eFile.AZCourts environment

SETTING UP A TOKEN

As an administrator, click on the MY ACCOUNT dropdown

Click on MY PROFILE





At the MY PROFILE screen, click on the PAYMENT TOKENS tab

You will then be taken to the payment provider's screen



Enter the billing name and address for the person the credit card belongs to in the BILLING INFORMATION section

In the PAYMENT INFORMATION section, enter:

- Card type (VISA, MasterCard, American Express, Discover)
- Credit card number
- CVV Code (3-digit number on the back of the card)
- Card expiration date
- Card Description – enter a nickname for the card i.e. John's VISA

The screenshot shows the 'Register Card' form within the Arizona Judicial Branch eFile Statewide eFiling System. The header includes the system name and contact information for John Doe. The form is divided into two main sections: 'Billing Information' and 'Payment Information'. The 'Billing Information' section contains fields for First Name, Last Name, Street, City, State/Territory (a dropdown menu), and Zip. The 'Payment Information' section contains fields for Card Type (a dropdown menu), Card Number, CVV Code, Expiration (two dropdown menus for month and year), and Card Description. A 'Submit Information' button is located at the bottom right of the form. A 'Cancel' button is located at the bottom left. At the bottom of the page, there is a footer with contact information for phone payments and a 'Powered By nCour' logo.

Arizona Judicial Branch
eFile
Statewide eFiling System

123 Testing Lane
Test City, Arizona 12345

John Doe
Jane Doe
Phone: 555-555-5555

Register Card

Billing Information	Payment Information
First Name <input type="text" value="Enter First Name"/>	Card Type <input type="text" value="Select Card Type"/>
Last Name <input type="text" value="Enter Last Name"/>	Card Number <input type="text" value="Enter Card Number"/>
Street <input type="text" value="Enter Street"/>	CVV Code <input type="text" value="Enter CVV Code"/>
City <input type="text" value="Enter City"/>	Expiration <input type="text" value="01"/> <input type="text" value="2016"/>
State/Territory <input type="text" value="Select State"/>	Card Description <input type="text" value="Enter a Description of the Card"/>
Zip <input type="text" value="Enter Zip"/>	<input type="button" value="Submit Information"/>

To make a payment by phone, please call
Mon-Fri 7am-9pm and Sat-Sun 9am-6pm EST

Powered By nCour

Click **SUBMIT INFORMATION**

Once all information is filled out,
click **SUBMIT INFORMATION**

Register Card

Billing Information	Payment Information
First Name: John	Card Type: VISA
Last Name: Attorney	Card Number: [REDACTED]
Street: 1501 W Washington	CVV Code: 456
City: Phoenix	Expiration: 12 / 2025
State/Territory: Arizona	Card Description: John's VISA
Zip: 85007	Submit Information

Cancel

To make a payment by phone, please call
Mon-Fri 7am-9pm and Sat-Sun 9am-6pm EST

Powered By nCourts

You will be returned to the
MY PROFILE screen in
eFile.AZCourts

My Account ▾ Filing Options ▾

My Profile

User Details Change Password **Payment Tokens** Proxies Can Submit For

User Details

SETTING UP PROXIES

- A proxy is a person who has been given permission by another person to file on their behalf.
- This is used when, after login and in the FILER tab in eFile.AZCourts, the person submitting clicks the dropdown next to SUBMITTING ON BEHALF OF and selects the person they are submitting on behalf of.

The screenshot displays the eFile.AZCourts interface. At the top, there is a navigation bar with tabs: Filer, Case Information, Case Participants, Documents, Fees and Payments, and Review and Submit. Below this, a dropdown menu is open for 'Submitting on Behalf of:'. The dropdown list contains three options: 'Tester, Attorney' (highlighted in yellow), 'Tester, Attorney' (highlighted in blue), and 'Foltz, Mary' (highlighted in yellow). Below the dropdown, there are several input fields: 'ID Number' (123456), 'ID State' (Arizona), 'First' (Attorney), 'Middle' (Middle Name), 'Last' (Tester), and 'Suffix' (empty). The 'Name' field is also visible, containing 'Attorney'.

Click on the PROXIES tab on the MY PROFILE page

My Profile Help

User Details Change Password Payment Tokens **Proxies** Can Submit For

User(s) that can submit on my behalf

Add Proxy

<input type="checkbox"/> Remove All	Name	Role	Affiliation	ID #	Primary Email	Primary Phone
Remove	Price, Jim	Attorney	Unaffiliated Users	AZ 1001	[REDACTED]	
Remove	Tester, Exempt	Attorney – Internal Counsel for a State Agency	Unaffiliated Users	AZ 999999	mfoltz@courts.az.gov	555-555-5555
Remove	Tester Esq., Exempt	Attorney – Internal Counsel for a State Agency	Unaffiliated Users	AZ 555555	exempttest@outlook.com	111-111-1111

1 - 3 of 3 items

This tab lists all of the eFile.AZCourts users who you have given permission to submit on your behalf

To set up a new proxy, click ADD PROXY

A proxy must be a registered user in eFile.AZCourts

Type in the last name of the person and click SEARCH. If it is a common last name you may want to add the first name. For an attorney, if you know the Bar Number, enter the number in the BAR NUMBER field

Search Registered Filers X

* Last Name: First Name:

Bar Number:

Select	Name	Filer Role	Affiliation	ID #	Primary Email	Primary Phone
No Matching Entries Found						

Select the user from the list and click SELECT

Search Registered Filers

* Last Name: First Name:

Bar Number:

Select	Name	Filer Role	Affiliation	ID #	Primary Email	Primary Phone
<input type="checkbox"/>	Tester Esq., Exempt	Attorney – Internal Counsel for a State Agency	Unaffiliated Users	AZ 555555	exempttest@outlook.com	111-111-1111
<input checked="" type="checkbox"/>	Tester, Attorney	Attorney	Unaffiliated Users	AZ 951753	multipletest@outlook.com	
<input type="checkbox"/>	Tester, Attorney	Attorney	Unaffiliated Users	AZ 555555	multipletest@outlook.com	

The newly created proxy will appear on the USERS THAT CAN SUBMIT ON MY BEHALF listing

User Details Change Password Payment Tokens Proxies **Can Submit For**

User(s) that can submit on my behalf

<input type="checkbox"/> Remove All	Name	Role	Affiliation	ID #	Primary Email	Primary Phone
<input checked="" type="checkbox"/> Remove	Price, Jim	Attorney	Unaffiliated Users	AZ 1001	JPrice@courts.az.gov	
<input checked="" type="checkbox"/> Remove	Tester, Exempt	Attorney – Internal Counsel for a State Agency	Unaffiliated Users	AZ 999999	mfoltz@courts.az.gov	555-555-5555
<input checked="" type="checkbox"/> Remove	Tester Esq., Exempt	Attorney – Internal Counsel for a State Agency	Unaffiliated Users	AZ 555555	exempttest@outlook.com	111-111-1111
<input checked="" type="checkbox"/> Remove	Tester, Attorney	Attorney	Unaffiliated Users	AZ 951753	multipletest@outlook.com	

USERS THAT YOU CAN SUBMIT ON BEHALF OF

My Account ▾ Filing Options ▾

Help   

User Details Change Password Payment Tokens Proxies **Can Submit For**

User(s) that can you can submit on behalf of

Name	Role	Affiliation	ID #	Primary Email	Primary Phone
Foltz, Mary	Attorney	Foltz Law	AZ 456456	mfoltz@courts.az.gov	

1 - 1 of 1 items

This tab lists other registered eFile.AZCourts users who have set you up as a proxy and that you can file for on their behalf

WEBSITE AND CONTACT INFORMATION

- <https://efile.azcourts.gov>
- AOC Support Center
 - Available Mon-Fri 7:00am-6:00pm
 - 602-452-3519 or 800-720-7743



