

## How to Add Additional Users to a Law Firm Account

1. Access the eFileAZ website ([www.efile.azcourts.gov](http://www.efile.azcourts.gov)) and log in as an administrator. Select *Manage Users* from the 'My Account' tab.



2. Select *Add User*.



3. Select the user's role from the drop-down and enter user's information.

\*For non-attorney staff, select Law Firm Staff.

Arizona Judicial Branch eFile AZ

My Account ▾ Filing Options ▾

Add User

Organization: Attorney Firm

\* Role: **Select Role**  
Attorney  
Law Firm Staff  
Process Server  
Self-Represented Litigant  
Transcriptionist

ID State/Number:

Select

4. Complete the user information. Select [Add](#).

\*If the user being added can act as a firm administrator for the account, select the *Can act as administrator* box.

\* User Name:

The default password is "eportal". User will be required to select a new password upon signing in

\* First:  Middle:  \* Last:  Suffix:

Name: First Name  Middle Name  Last Name

\* Primary Email:

Alternate Email1/Email2:  Alternate Email2

\* Address 1/2:  Address 2

\* Country/City: UNITED STATES  City

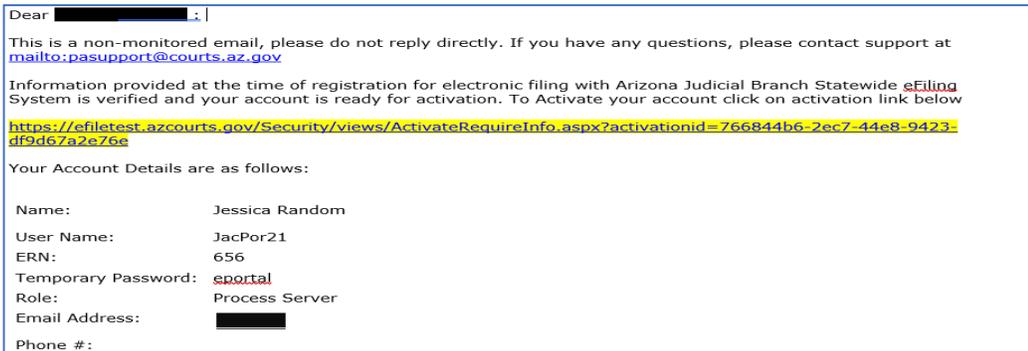
\* State/ Zip Code: Select State  Zip Code

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

Can act as administrator

Add Cancel

5. The new user will receive an email from [noreplydevqa@courts.az.gov](mailto:noreplydevqa@courts.az.gov). Select the hyperlink in the body of the email to activate the account.



6. The new user will be redirected to the Account Activation screen. The user will enter the temporary password provided in the email above, create a new password and security question/answer. The new user can also update the user information. Click [Activate](#) when complete.

#### Account Activation

\* Current Password:

\* New Password:

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

\* Re-enter Password:

\* Security Question:

\* Security Answer:

\* First:  Middle:

Name:

\* Primary Email:

Alternate Email1/Email2:

\* Address 1/2:

\* Country/City:

\* State/ Zip Code:

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

For additional training information, please visit <https://www.azcourts.gov/efilinginformation/Training>

For further assistance, please contact AOC Support at 602-452-3900 or at [pasupport@courts.az.gov](mailto:pasupport@courts.az.gov).