SETTING UP AN ACCOUNT AS AN INDIVIDUAL ATTORNEY IN EFILEAZ

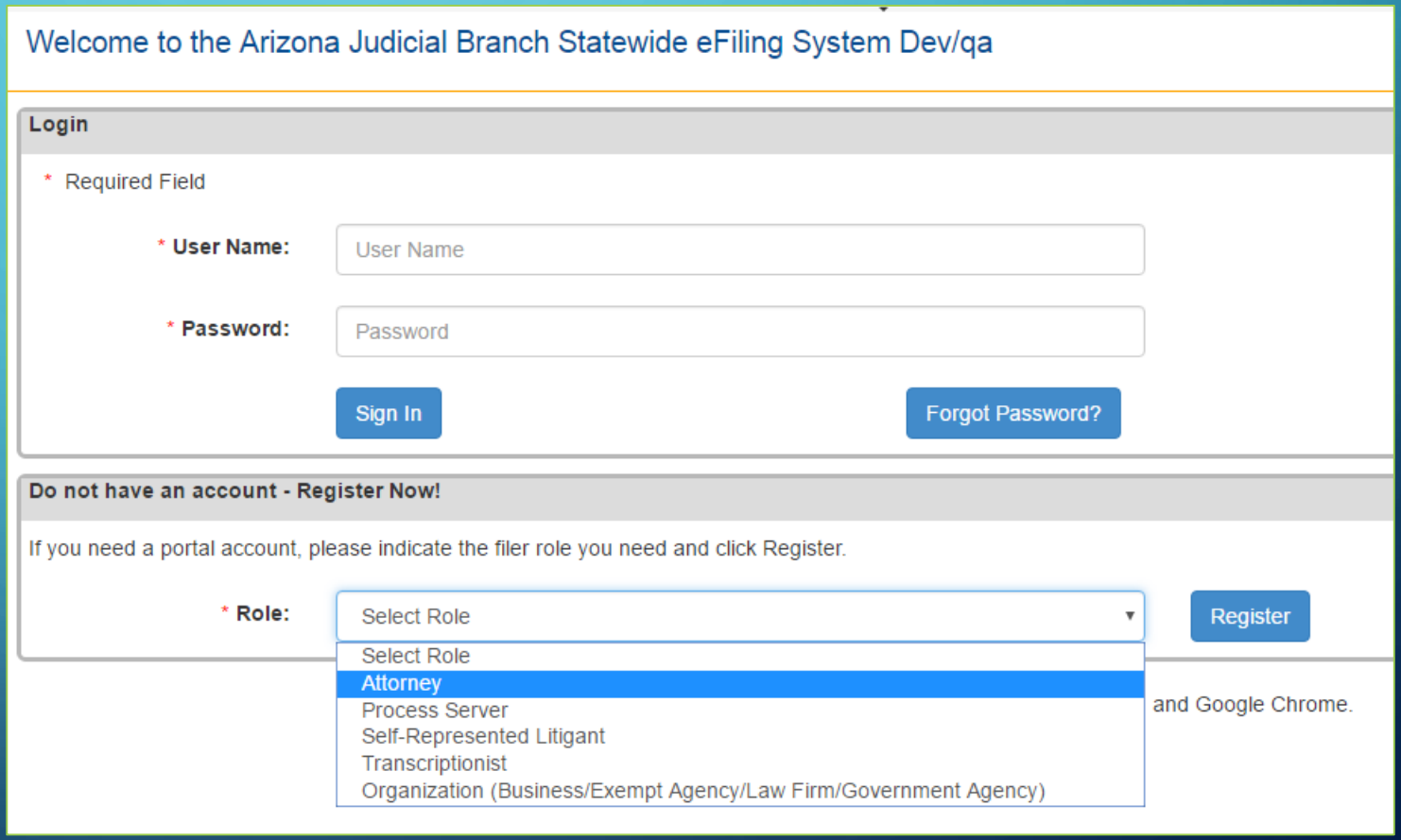
ARIZONA SUPREME COURT

REGISTERING AS AN INDIVIDUAL ATTORNEY

Enter https://efile.azcourts.gov in to your internet browser's address field

Select ATTORNEY from the ROLE dropdown

Click REGISTER



SETUP PERSON is defaulted as the REGISTRATION TYPE

The ROLE of ATTORNEY is also defaulted

Enter the following required information:

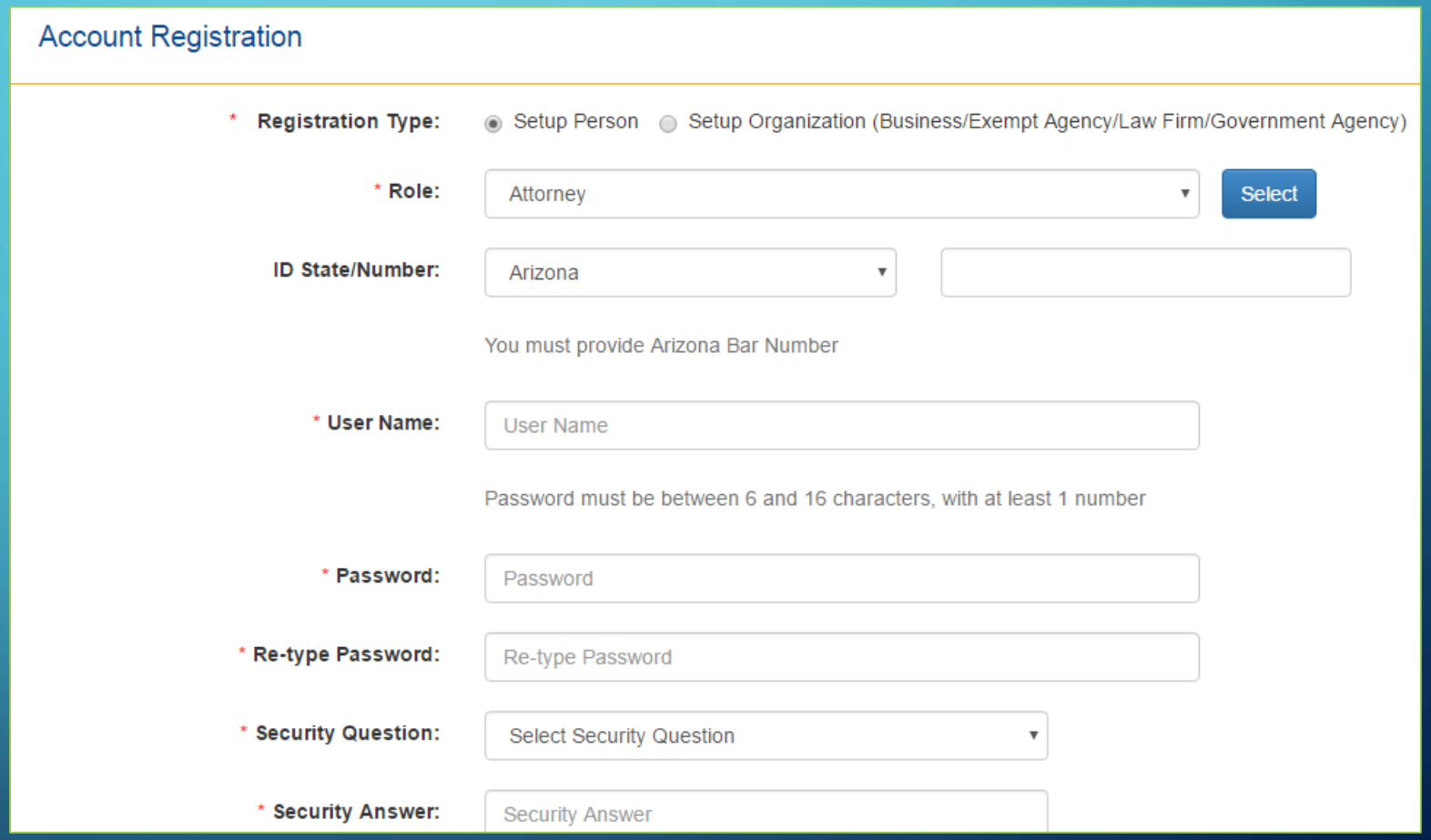
ATTORNEY STATE AND BAR NUMBER

USER NAME

PASSWORD

SECURITY QUESTION

SECURITY ANSWER



Enter the Attorney's information in the required fields

	* First:	Middle:	* Last	Suffix
Name:	First Name	Middle Name	Last Name	
* Primary Email:	Primary Email			
Alternate Email1/Email2:	Alternate Email1		Alternate Email2	
* Address 1/2:	Address 1		Address 2	
* Country/City	UNITED STATES	City		
* State/ Zip Code:	Select State	Zip Code		
Phone # (Format ###-###-####):	Phone Number Format ###-###-####		Extension:	

CONSENT TO EMAIL SERVICE: By electronically filing though 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

By using the electronic filing system, you are consenting to email service per Supreme Court Administrative Order 2014-27

Click REGISTER

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

Some Courts will 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.

Tue 4/12/2016 2:05 PM

noreplydevqa@courts.az.gov

Registration Information For Arizona Judicial Branch Statewide eFiling System Received

To [redacted]

Dear [redacted] :

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

This email is sent to you as a result of your registeration for electronic filing with the Arizona Judicial Branch Statewide eFiling System on 04/12/2016 09:04:09 PM

Account Details you have provided are as follows:

Name: [redacted]

User Name: [redacted]
ERN: 0
Role: [redacted]
Email Address: [redacted]
Phone #:

A separate email with instructions to activate your account will be sent.

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 given during registration.

This email will list information you added during the registration process.

Tue 4/12/2016 4:33 PM

noreplydevqa@courts.az.gov

Your Account For Arizona Judicial Branch Statewide eFiling System is ready for Activation

To Foltz, Mary

Dear [redacted]:

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

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

https://efiletest.azcourts.gov//Security/views/ActivateUser.aspx?activationid=86a66d87-e54e-4572-bc9e-34e0b673477d

Your Account Details are as follows:

Name: [redacted]

User Name: [redacted]
ERN: 94
Role: [redacted]
Email Address: [redacted]

Phone #:

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

Click on the activation link

Tue 4/12/2016 2:06 PM

noreplydevqa@courts.az.gov

Your Account For Arizona Judicial Branch Statewide eFiling System is ready for Activation

To Foltz, Mary

Dear Mary Foltz :

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

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

https://efile.azcourts.gov//Security/views/ActivateUser.aspx?activationid=875f3e8d-ebf1-4108-a10c-931fa8ecde85

Your Account Details are as follows:

Name:	Mary Foltz
User Name:	mfoltz2
ERN:	92
Role:	Self-Represented Litigant
Email Address:	mfoltz@courts.az.gov
Phone #:	

Account Activation

* Security Question: Favorite Pet

* Security Answer:

Activate

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

If your registration was denied, you will receive an email with instructions.

YOU ARE NOW REGISTERED IN EFILEAZ!!

You can now set up:

- Payment tokens
- Proxies

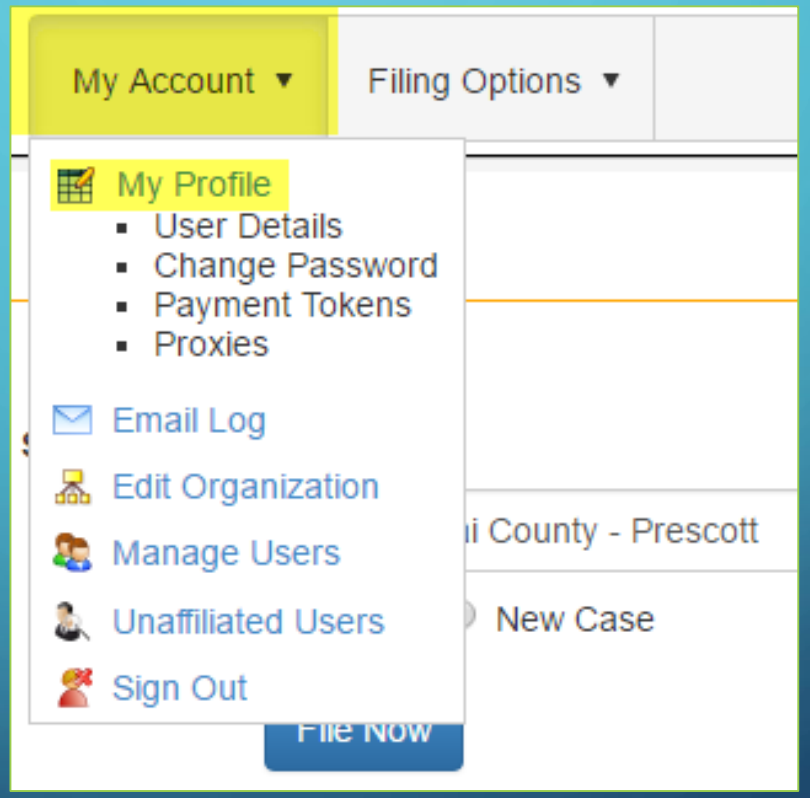
PAYMENT TOKENS

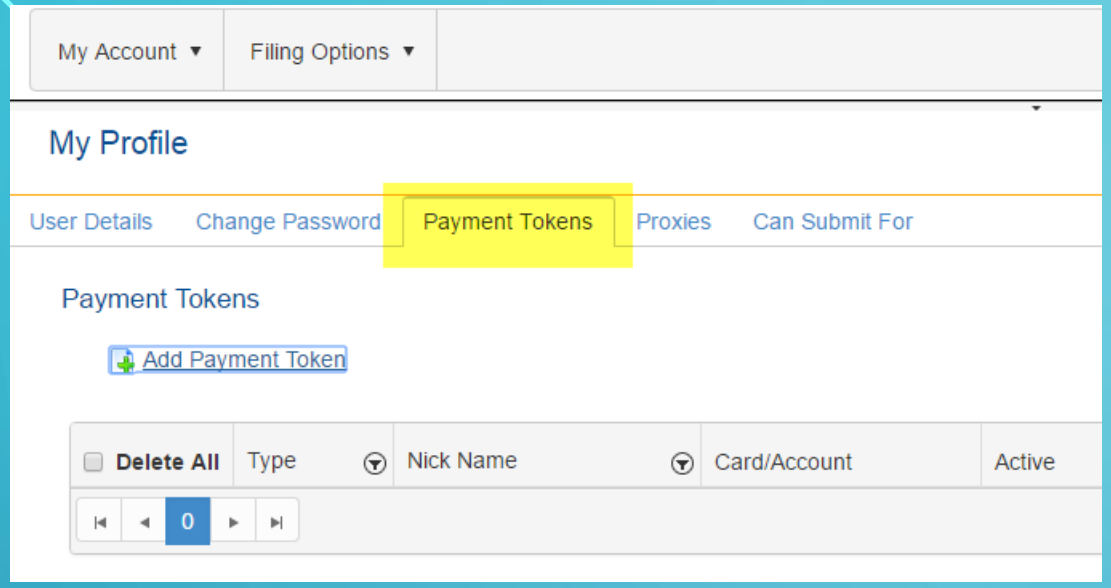
- eFileAZ features a payment token process that allows users to save credit card information using a payment method where the credit card number is replaced with a surrogate value called a token
- These tokens are then assigned to users and are used instead of entering credit card information
- Storing 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 eFileAZ environment

SETTING UP A TOKEN

As an administrator, click on the MY ACCOUNT dropdown

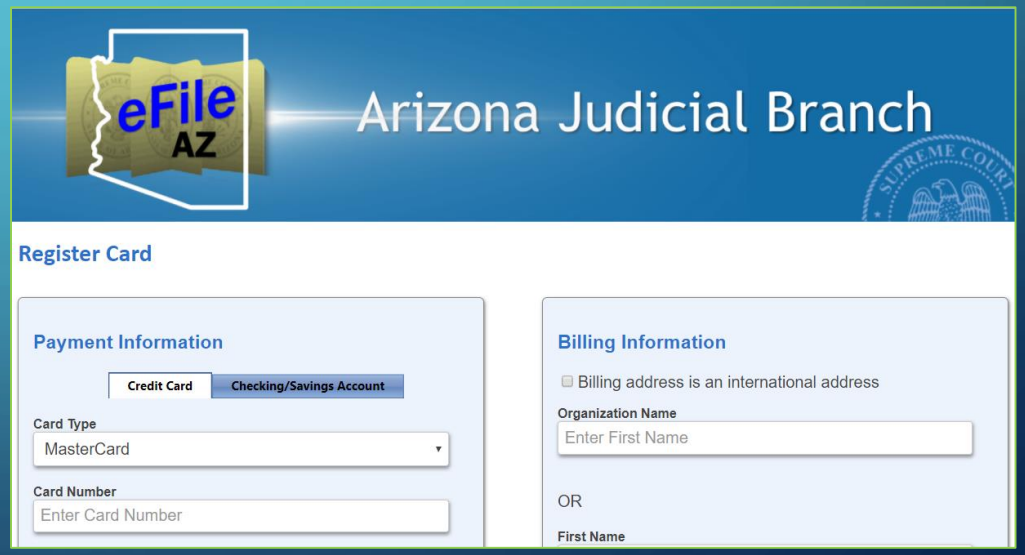
Click on MY PROFILE

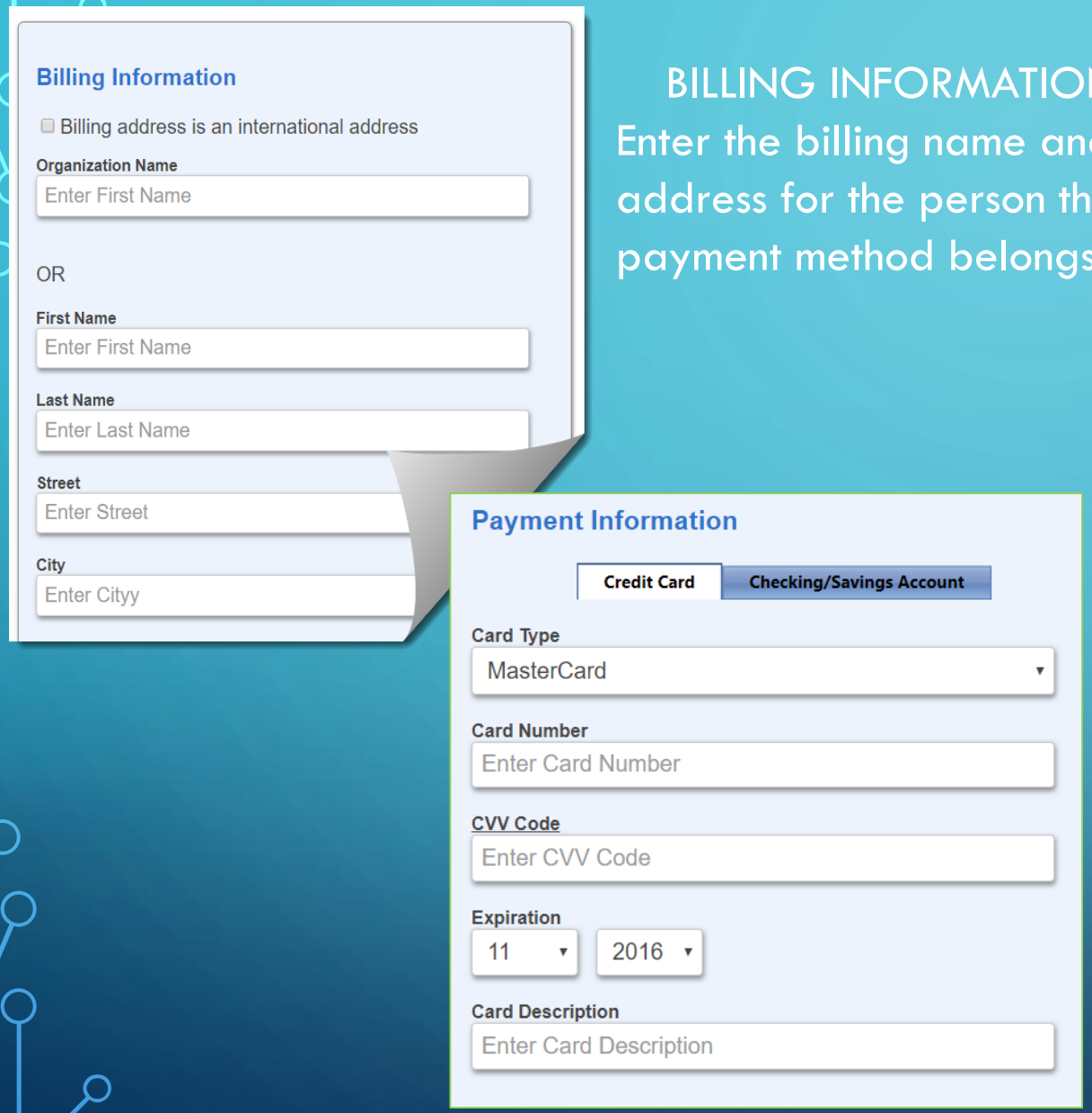




At the MY PROFILE screen, click on the PAYMENT TOKENS tab

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





BILLING INFORMATION

Enter the billing name and address for the person the payment method belongs to

PAYMENT INFORMATION

CREDIT CARD

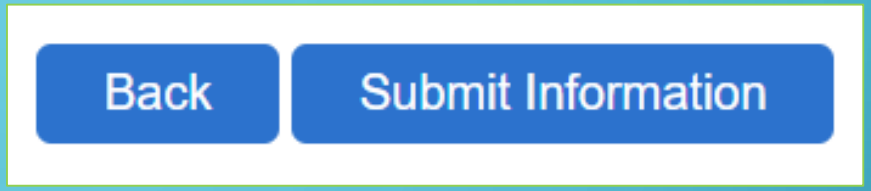
- Card type
- Credit card number
- CVV Code
- Card expiration date
- Card Description – nickname for the card

CHECKING/SAVINGS ACCOUNT

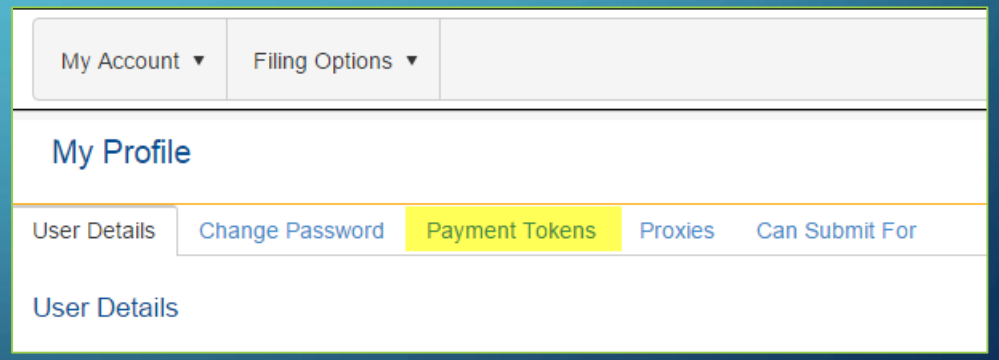
- Account Name
- Account Number
- Account Type
- Check number (optional)
- Account Description

Click SUBMIT INFORMATION

Once all information is filled out, click SUBMIT INFORMATION

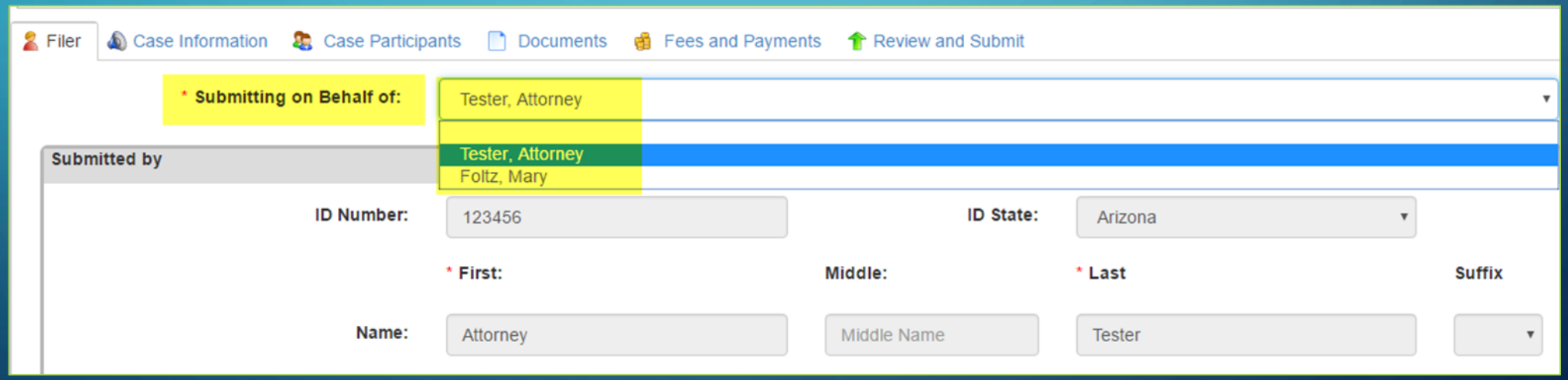


You will be returned to the MY PROFILE screen in eFileAZ



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 eFileAZ, the person submitting clicks the dropdown next to SUBMITTING ON BEHALF OF and selects the person they are submitting on behalf of.



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

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

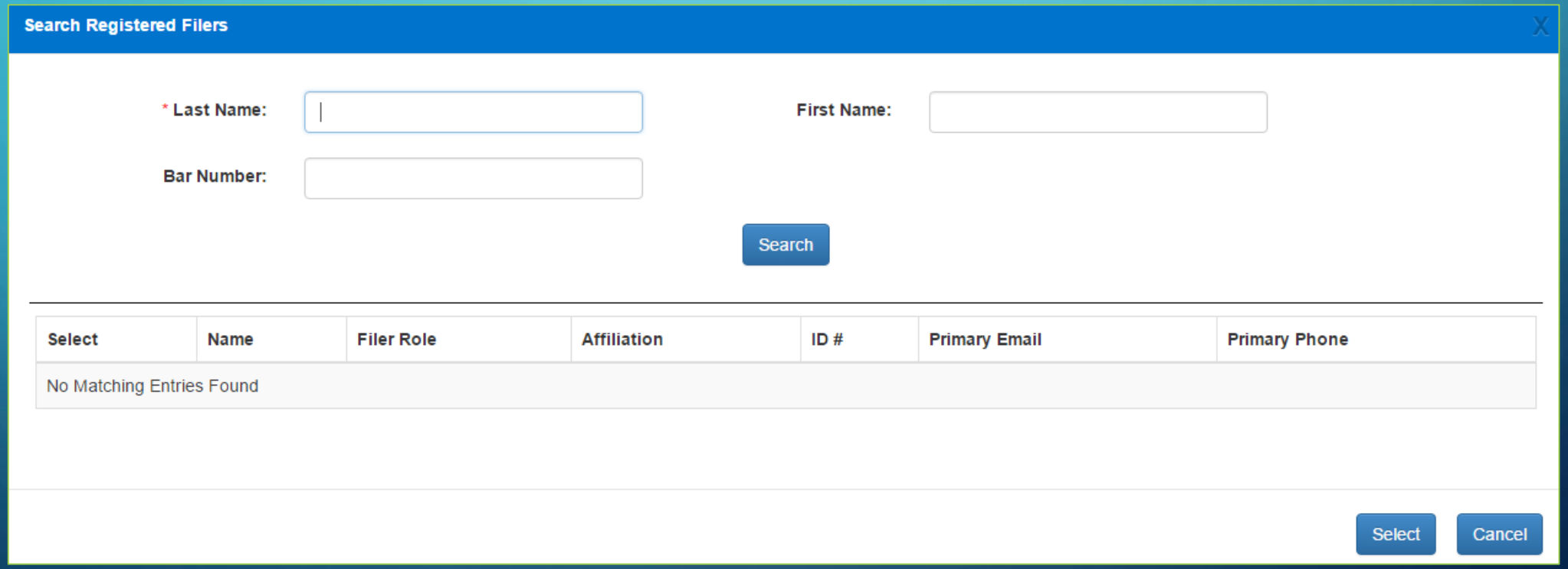
1 - 3 of 3 items

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

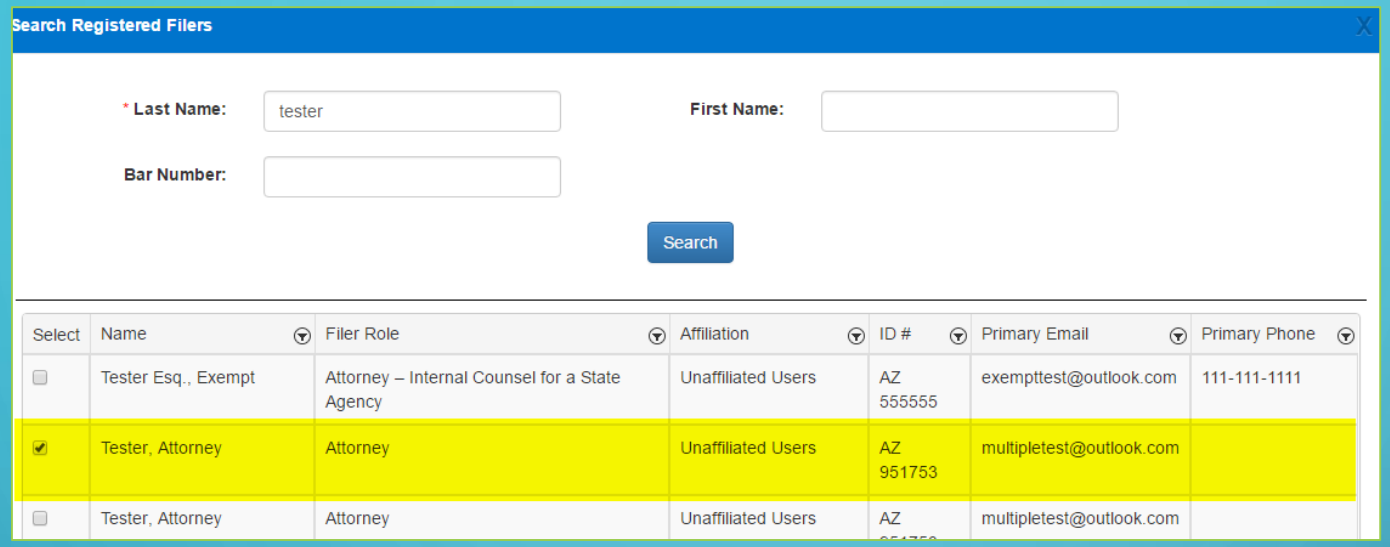
To set up a new proxy, click ADD PROXY

A proxy must be a registered user in eFileAZ

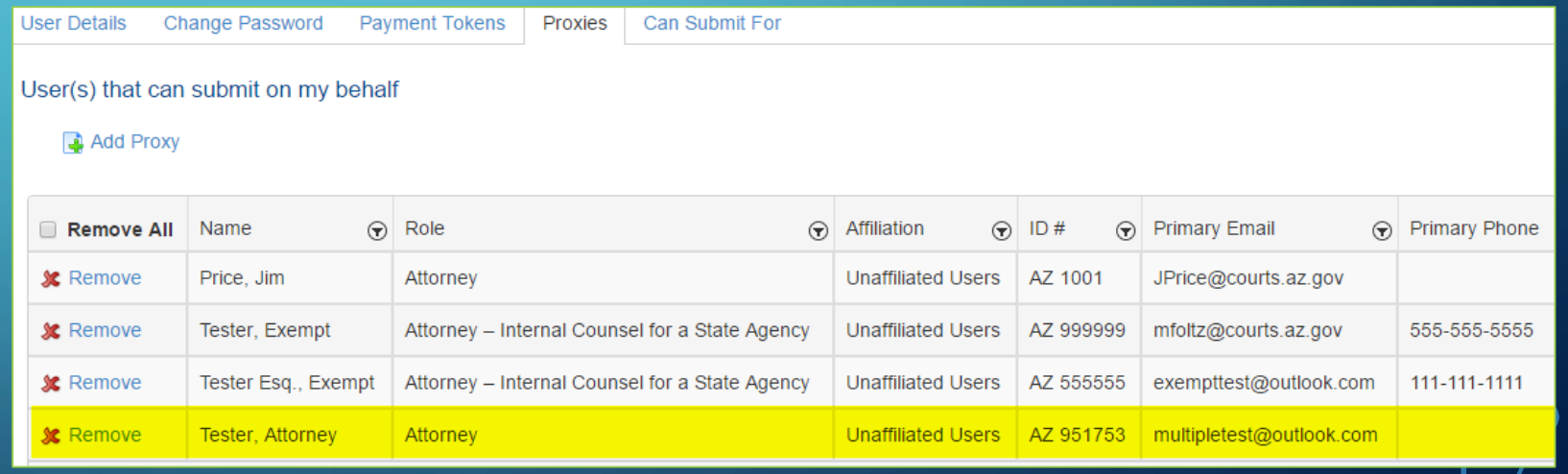
Type in the last name of the person and click SEARCH. If it is a common last name you may want to add the first name. For an attorney, if you know the Bar Number, enter the number in the BAR NUMBER field



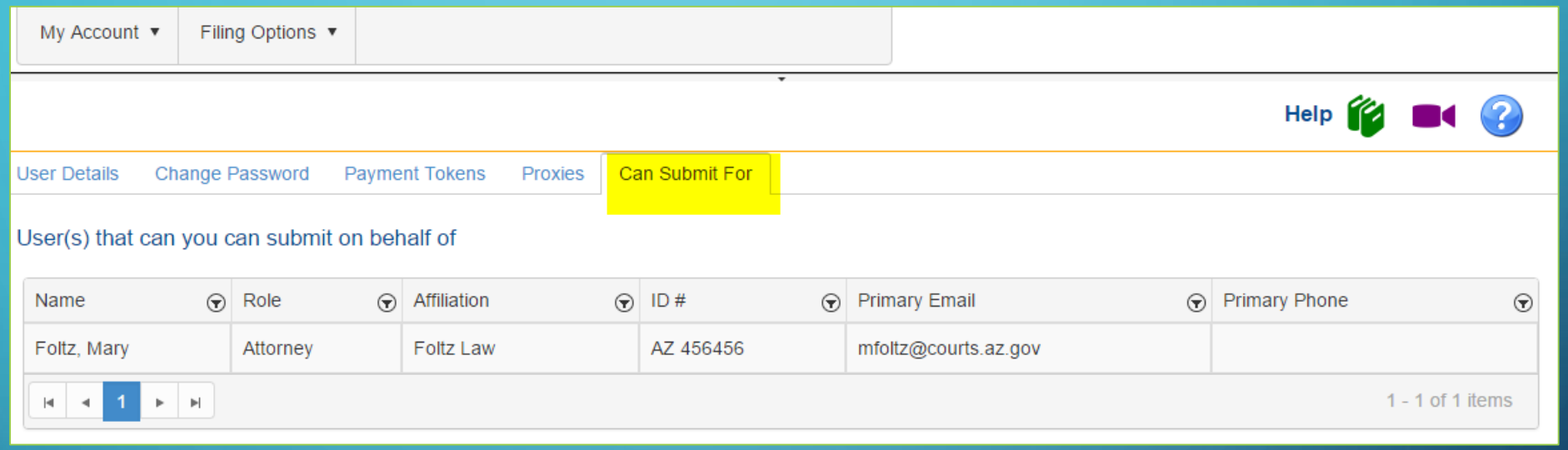
Select the user from the list and click SELECT



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



USERS THAT YOU CAN SUBMIT ON BEHALF OF



This tab lists other registered eFileAZ 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

SUPREME COURT
STATE OF ARIZONA