

Steps to update E-File User ID (Password Available)

- 1. Log-in to **WV E-File** URL: <u>https://efile.courtswva.com</u>
- 2. Select Account → Settings
- 3. Update Email Address in **User ID** field.
- 4. Click **Update** button

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4	Update	Cancel						

Steps to update E-File User ID (WV E-File User ID/Email account & Password Unavailable)

Request Email/User ID update to match email address with WV State Bar.

- 1. Email <u>ServiceDesk@courtswv.gov</u> with the following information:
 - o Old Email/User ID
 - o New Email/User ID
 - o Name
 - o Phone Number
- 2. Upon internal verification of WV State Bar email address, the User ID will be updated.
- 3. An email will be sent to the new email address/User ID upon completion.
- 4. Follow steps to reset password.

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	S <u>u</u> bject	Request to Update WV E-File User ID								
Please update my WV E-File User ID from <u>old@email.com</u> to <u>new@email.com</u> to match my WV State Bar email address.										
Name: Phone:										
Thank you, Requestor										

Steps to update E-File Password (WV E-File User ID/Email account Available)

- 1. Navigate to **WV E-File** URL: <u>https://efile.courtswva.com</u>
- 2. Select Forgot your password? <u>Click here!</u> link
- 3. Type User ID (email address)
- 4. Click Reset button
- 5. Temporary Password will be automatically sent to the User ID (email address) from <u>notifications@courtswva.com</u>.
- 6. Log into WV E-File site with the temporary password.

