

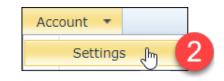
FAQ - Additional Emails

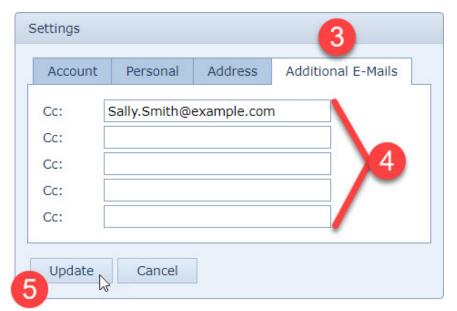
WV E-File users can direct the WV E-File system to send courtesy copy ("Cc:") emails of filing notifications to email addresses in addition to the E-Filer's User ID (registered email address) by using the "Additional E-Mails" option.

Steps to manage **Additional Emails** receiving courtesy copy ("Cc") emails of filing notifications:

Note: E-Filing Attorneys can log in to E-File and complete these steps to manage staff emails.

- 1. Sign into WV E-File
- 2. Select **Account** → **Settings**
- 3. Select **Additional E-Mails** tab
- 4. Add or Remove email addresses, as desired
- 5. Click **Update** button





Email recipients added to "Additional E-Mails" will receive a copy of filing notification emails sent to the E-Filer's User ID (registered email address).