

Attorneys registered in WV E-File can permit WV E-File-registered users (attorneys and nonattorneys) to e-file on their behalf via the "Manage Staff" and "Act on Behalf of" functionality. **NOTE**: "Act on Behalf of Attorney" functionality permits another E-File user (e.g., paralegal, legal assistant, etc.) to e-file everything that the Attorney can e-file and view the Attorney's Emails and Filing History within WV E-File. This permission cannot be customized, but it can be revoked at any time by the Attorney.

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## Steps to initiate the Act on Behalf of Attorney functionality: Attorney's Steps:

- 1. Attorney logs into E-File
- 2. Attorney selects Account → Manage Staff
- 3. Attorney clicks Add button
- 4. Attorney types Staff Member's **User ID** (email address) in User ID field
  - Example: Sally.Smith@law.com
- 5. Attorney clicks **OK** button

Manage Staff 2 Add Edit Delete & Refresh User Type Bar ID User ID Name Add/Edit User 3 User ID: Sally@example.com 4 OK Cancel

Act on Behalf of Attorney

## Staff Member's Steps:

- 6. Staff logs into E-File
- 7. Staff select **Account** → **Act on Behalf of Attorney**
- 8. Staff selects Attorney from drop list
- 9. Staff clicks Change button



Account

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## Steps to revoke Act on Behalf of Attorney permission:

## Attorney's Steps:

- 1. Attorney logs into E-File
- 2. Attorney selects **Account** → **Manage Staff**
- 3. Attorney selects Staff
- 4. Attorney clicks **Delete** button

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	User Type 🔹	User ID 🖑 4	Name	Bar ID
3	Other	Law.Secretary@yahoo.com	Law Secretary	
	Other	Other.Filer@gmail.com	Other Filer	