



FAQ – Act on Behalf of Attorney

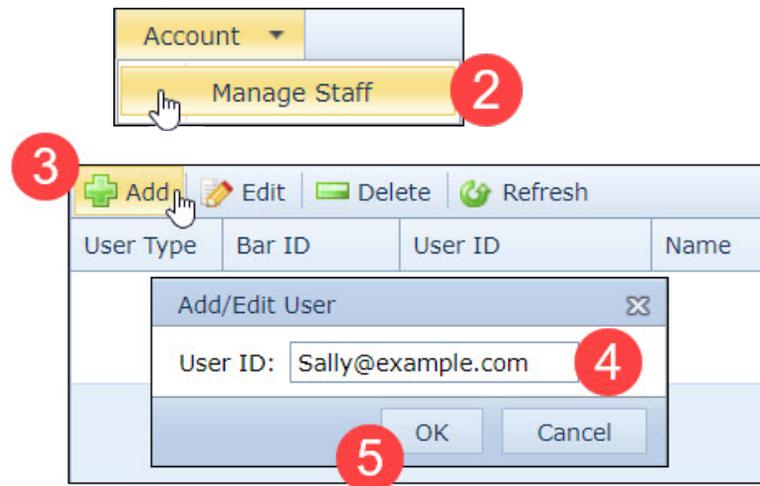
Attorneys registered in WV E-File can permit WV E-File-registered users (attorneys and non-attorneys) to e-file on their behalf via the “Manage Staff” and “Act on Behalf of” functionality.

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.

Steps to **initiate** the Act on Behalf of Attorney functionality:

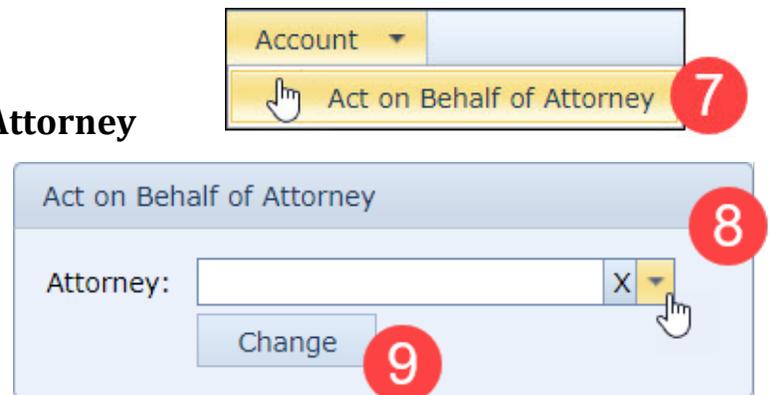
Attorney’s Steps:

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



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



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

