



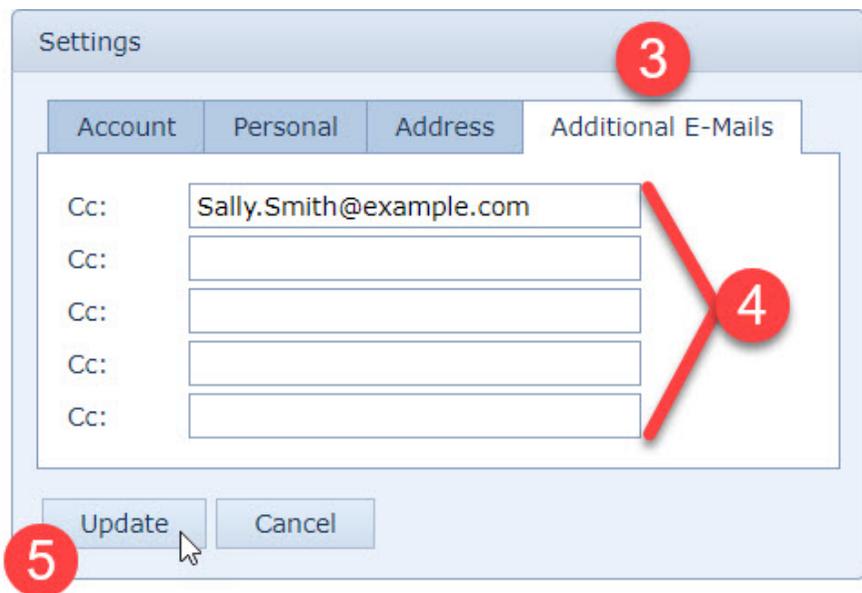
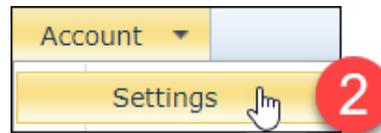
FAQ – Additional Emails

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).