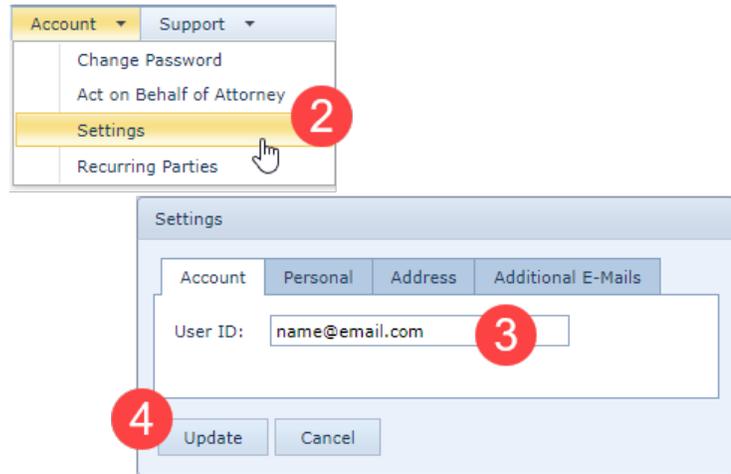




Steps to Update E-File User ID & Password

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

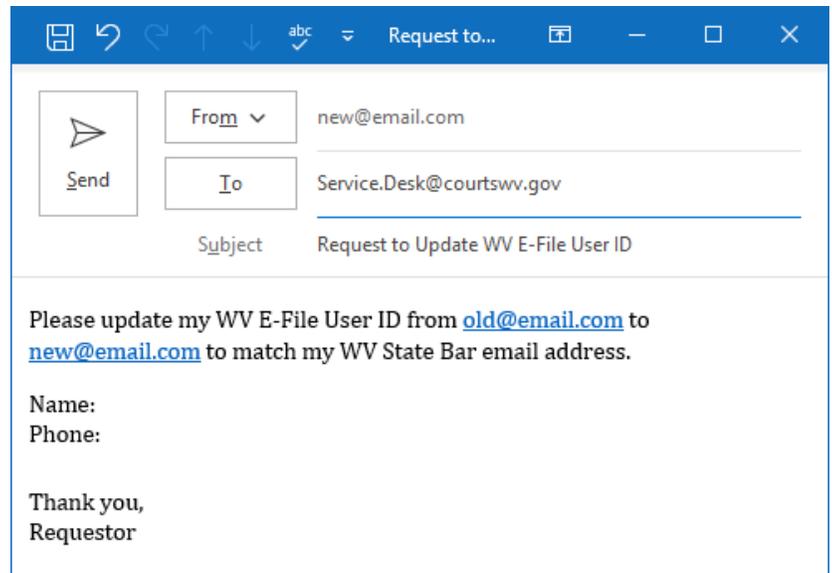
1. Log-in to **WV E-File**
URL: <https://efile.courtswva.com>
2. Select **Account** → **Settings**
3. Update Email Address in **User ID** field.
4. Click **Update** button



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 ServiceDesk@courtswv.gov 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.



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

1. Navigate to **WV E-File**
URL: <https://efile.courtswva.com>
2. Select Forgot your password? [Click here!](#) 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 notifications@courtswva.com.
6. Log into WV E-File site with the temporary password.

