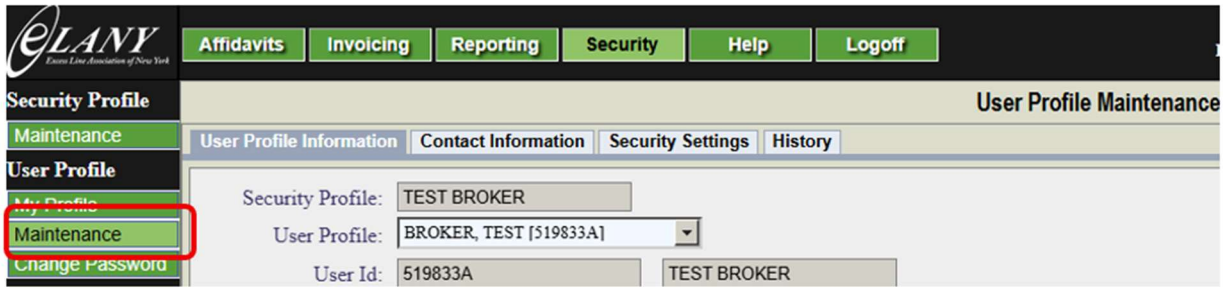
Instructions to set up new users in the ELANY Electronic Filing System (EEFS)

1. **Log into EEFS** with your admin user ID and password.
   https://eefs.elany.org/eefs/

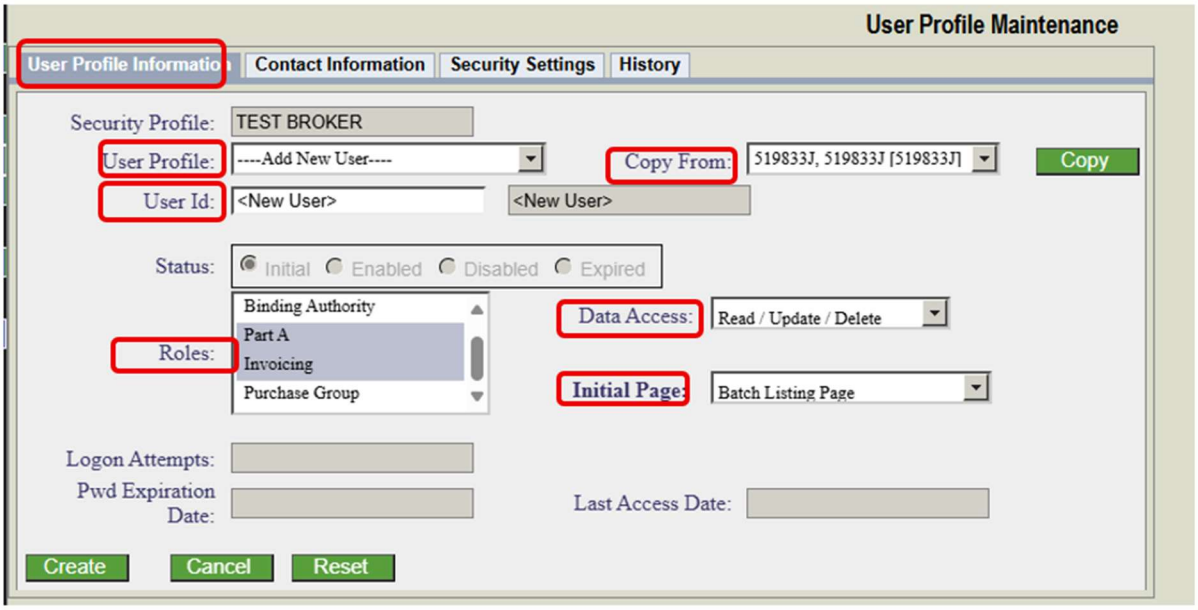
   Contact ELANYHelpdesk@elany.org if you need help with the user ID or password.

2. **Click the Security tab** on the top menu to get the User Profile / Maintenance menu option.

3. **Click the User Profile / Maintenance option** in the left menu to get the User Profile screen.

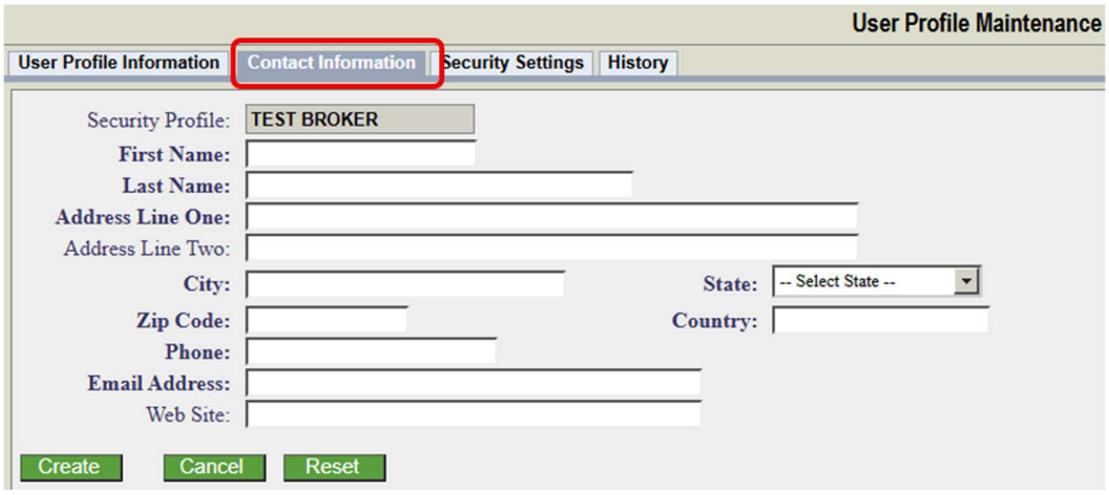


4. **User Profile Information**



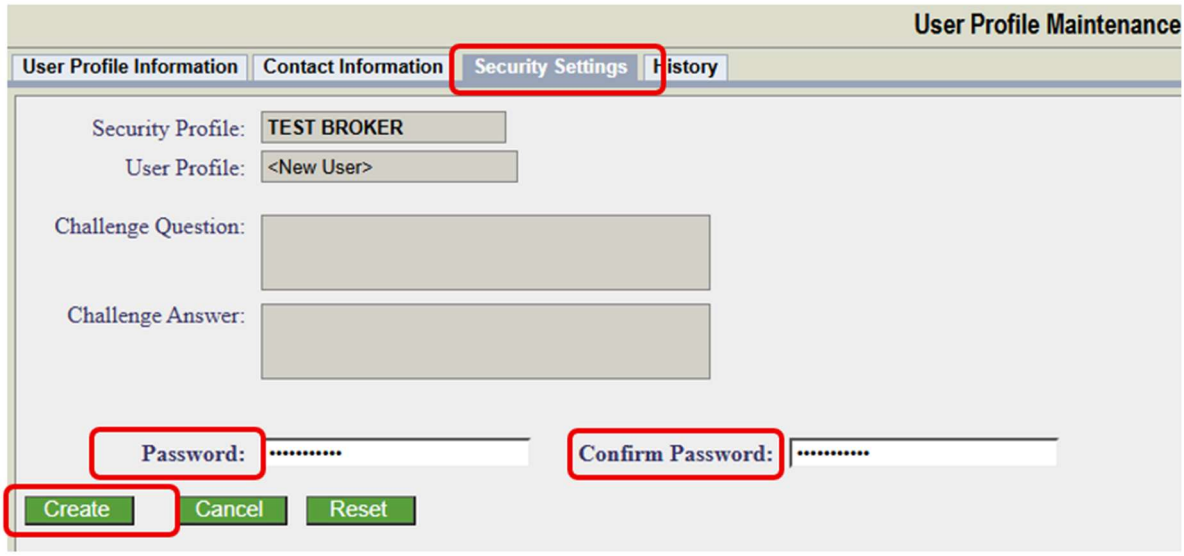
- **User Profile**: Select "--- Add New User"
- **Copy From:** Change if applicable
- **User ID:** Enter a new ID. Recommendation is the user's first initial followed by last name. There can be no spaces, special characters, or email addresses. If the user ID already exists, a number can be added to the end to make it unique.
- **Roles**: Select the roles the user will perform. To select more than one role, hold down the CTRL key and click on the desired roles.
- **Data Access**: Change from "Read Only" if user needs to add, edit or delete data.
- **Initial Page**: Select "Dashboard" or "Batch Listing" depending on the user's primary role.

5. **Contact Information**



- Bolded fields are required. Non-bolded fields are optional.

6. **Security Settings**



- Enter temporary passwords in the Password and Confirm Password fields. These must match exactly.
- Click the Create button to save the User Profile.

7. **To create more logins**, click the User Information tab and repeat steps 4-6.

After creating the User Profile for a new user

Broker Administrator will need to:	Share the following with the user • EEFS login https://eefs.elany.org/eefs/ • User ID • Temporary password
New User will need to:	• Log in to EEFS with their user ID and temporary password. • Change the temporary password per EEFS prompt. • Add the Challenge Question and Challenge Answer per EEFS prompt.