This brief tutorial will help you complete your User Profile and change the password provided to you by your administrator.

Electronic Filing System Login

1. Login to EFS with the user ID provided by your administrator. If you have previously used the old affidavit filing system, type your existing password into the PASSWORD field and click SIGN ON. If you have never used the old affidavit site before, enter the password provided by your administrator and click SIGN ON. The USER PROFILE MAINTENANCE window displays.

User Profile Maintenance – User Information is Incomplete

2. Click the CONTACT INFORMATION tab.
Check Over Your Contact Information

3. Look over your contact information entered by the administrator. Ensure that the information displayed in the FIRST NAME, LAST NAME, PHONE, and EMAIL ADDRESS fields are correct. Make any changes as necessary.

4. Click the SECURITY SETTINGS tab.

Complete Challenge Question and Answer

5. In the CHALLENGE QUESTION field, type a question that only you can easily answer. In the CHALLENGE ANSWER field, type the answer to the question. The answer must consist of a single word or phrase (no spaces). Numbers may be used.

6. Click UPDATE. The ELANY EFS accepts the changes and updates your EFS user profile.
7. In the left menu, under the User Profile heading, click Change Password. The Change User Profile Password window displays.

8. Complete all password fields. The Confirm Password field requires you to re-type your New Password.

9. Click Update. The ELANY EFS updates your password information and returns a message to this effect.