This brief tutorial will help you add new users to the ELANY Electronic Filing System. Please note that this tutorial does not pertain to existing users of the affidavit filing system.

**Electronic Filing System Login**

1. Login to EFS with your admin user ID and password provided by ELANY, if you are not already logged in.

2. Click the SECURITY tab on the top menu.

3. In the menu on the left side of the screen, under the USER PROFILE heading, click MAINTENANCE. The USER PROFILE MAINTENANCE screen displays.

![User Profile Maintenance Screen](image)

**Click ‘Add New User’ under User ID Field**

4. In the USER PROFILE field, click the down arrow (▼) and then click --- ADD NEW USER ---. The fields in the USER PROFILE MAINTENANCE screen reset.
5. In the **USER ID** field, type the new user ID. For consistency purposes, ELANY recommends that the user ID consist of the user’s first initial followed by their last name.

6. In the **ROLES** field, click the roles that this user will perform. To select more than one role, hold down CTRL and click on the desired role(s).

7. In the **DATA ACCESS** field, click the down arrow (▼) and select the access level for this user.

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**New User Contact Information**

8. Click the **CONTACT INFORMATION** tab and complete all **bolded** fields; non-bolded fields are optional.

9. Click the **SECURITY SETTINGS** tab.
10. Enter a temporary password for the new user into the PASSWORD field. Enter the same password into the CONFIRM PASSWORD field.

*Note:* Do not complete the CHALLENGE QUESTION or CHALLENGE ANSWER fields. These fields must be completed by the user when they first login to the EFS.

11. Click CREATE. The ELANY EFS successfully creates the new user profile.

12. To add more users to the ELANY Electronic Filing System, click the USER INFORMATION tab and repeat Steps 3 through 11.

The final stage in user profile creation entails each new user logging into the ELANY EFS with their user ID and temporary password. The EFS will then prompt them to complete the security CHALLENGE QUESTION and CHALLENGE ANSWER fields. Each user will also be prompted to change their password upon first login.