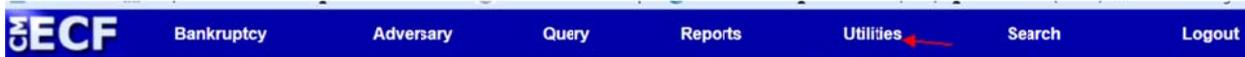


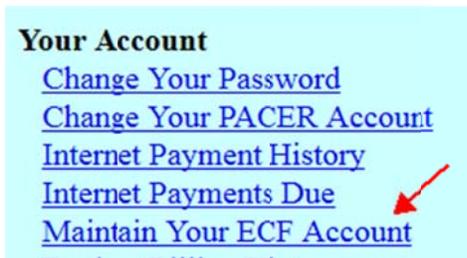
Updating Your User Account Information (name, address, phone number) in ECF

Log into ECF.

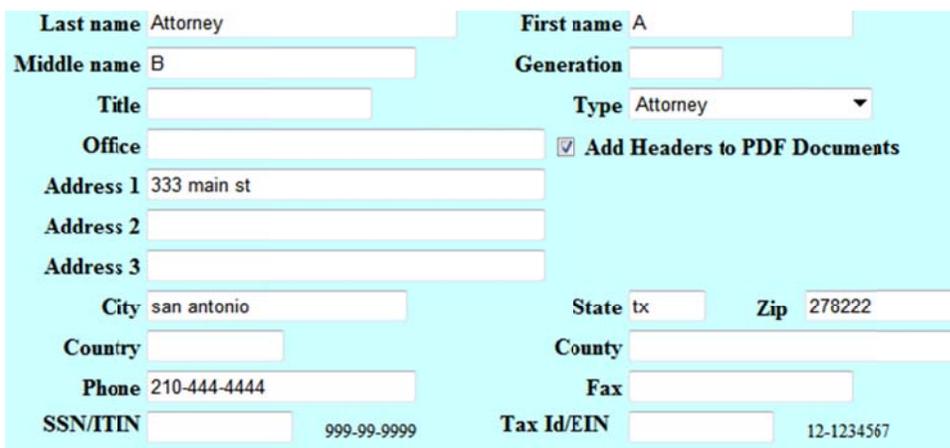
From blue menu bar in ECF, click on “Utilities”.



Click on “Maintain Your ECF Account”.



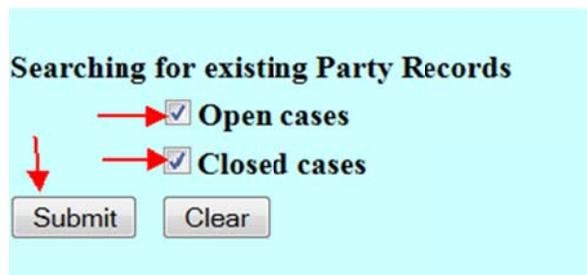
Update your user account information as needed (name, address, phone number, fax number, etc.).

The image shows a form for updating user account information. It has a light blue background. Fields include: Last name (Attorney), First name (A), Middle name (B), Generation, Title, Type (Attorney), Office, Add Headers to PDF Documents (checked), Address 1 (333 main st), Address 2, Address 3, City (san antonio), State (tx), Zip (278222), Country, County, Phone (210-444-4444), Fax, SSN/ITIN (999-99-9999), and Tax Id/EIN (12-1234567).

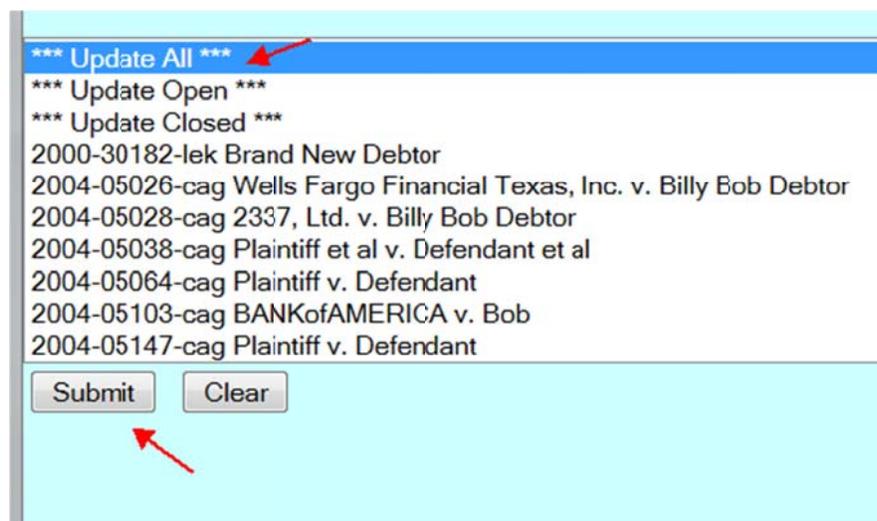
Press the “Submit” button at the Maintain User Account screen once your updates are complete.

The image shows the bottom section of the form. It includes fields for Bar ID, Bar st, and Initials. Below these are two buttons: 'Email information...' and 'More user information...'. At the bottom are 'Submit' and 'Clear' buttons. A red arrow points to the 'Submit' button.

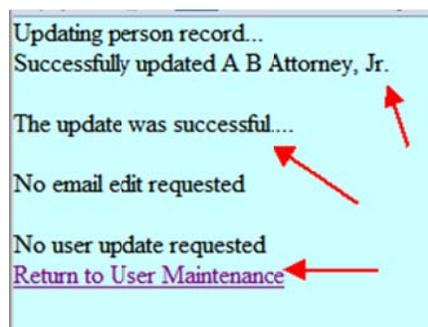
Be sure the “Open” and “Closed” check boxes are check marked. Click on the “Submit” button.



The “***Update All***” selection should be highlighted.
Click the “Submit” button at the bottom left.



Verify that you see the message “The update was successful...”.
Verify that you see any modifications to your name on this screen.



*****Note:** If you do not see that the update was successful, then re-do you change(s) by clicking on the “Return to User Maintenance”.