

Changing Your Email Address

1. Login to the CM/ECF Document Filing System
2. Go to the blue bar at the top and click “Utilities”
3. Under the heading: “Your Account”, click “Maintain Your ECF Account”
4. Towards the bottom of the screen, click on “Email information”
5. Enter your “Primary” e-mail address.
6. To add additional e-mail address’, click on the box “ to these additional addresses” and enter the address’. Click the “enter” key between each e-mail address.
7. Towards the bottom of the screen, click on “Return to Account screen”
8. Towards the bottom of this screen, click on “Submit”
9. Towards the top of the next screen, click “Submit” **again**.
Be sure to receive the confirmation screen. It will say: “**The update was successful.....**”.

The screenshot shows a web form titled "E-mail information for L. Czaja". It contains several sections: "Primary e-mail address" with a text input field and a blue arrow pointing to it labeled "#5"; "Send the notices specified below" with two checkboxes: "to my primary e-mail address" (checked) and "to these additional addresses" (unchecked), with a blue arrow pointing to the second checkbox labeled "#6"; "Send notices in cases in which I am involved" with two checkboxes: "Send notices in cases in which I am involved" (checked) and "Send notices in these additional cases" (unchecked); "Format notices" with two radio buttons: "html format for Netscape or ISP e-mail service" (selected) and "text format for cc:Mail, GroupWise, other e-mail service" (unselected); "Eliminate Duplicate Paper Notices" with two radio buttons: "Yes" (unselected) and "No" (selected); "BNC EDI partner" with two radio buttons: "Yes" (unselected) and "No" (selected). At the bottom, there are two buttons: "Return to Account screen" and "Clear". A large teal arrow points to the "Return to Account screen" button, labeled "#7".



#7