

Maintaining Current Email Addresses in Your CM/ECF User Account

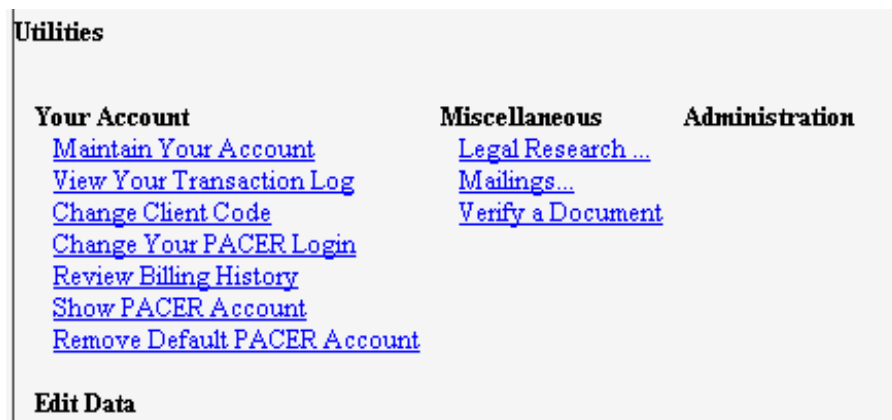
It is extremely important that you maintain your user account with current and accurate email address. Below is a step by step process that you must follow to ensure that you are receiving electronic notices at the proper email address and any additional email addresses you have added to your User Account.

You should update your User Account whenever an individual listed in the additional email addresses leaves the firm.

- Log into CM/ECF with your CM/ECF login and password.
- Click on *Utilities*.



- Click on *Maintain Your Account*.



- Click on *Email information*

The screenshot shows a web form titled "Multiple User Account" with the "Email information" tab selected. The form contains various input fields for user details: Last name (Peters), First name (ACEDIPDY), Middle name, Generation, Gender (dropdown), and A/E Type (dropdown). It also includes fields for Title, Fax number, Primary e-mail, Office, Unit, Address 1, Address 2, Address 3, City, State, Zip, Country, Phone, and Mobile. There are checkboxes for "Add this user to the Department" and "Send e-mails to this user". At the bottom, there are buttons for "Return to account screen" and "Submit", along with "Back" and "Cancel" buttons.

- If necessary, change your primary e-mail address and/or remove and add additional addresses.
- Click on *Return to Account screen*.

This screenshot shows the "Email information" form with the "Email addresses" section expanded. It features a "Primary e-mail address" dropdown menu with "peters@cedipdy.com" selected. Below it are checkboxes for "Send e-mails to this address" and "Use this additional address", with a corresponding dropdown menu showing "cedipdy@cedipdy.com". There are also checkboxes for "Send e-mails to this user" and "Send e-mails to this address". At the bottom, there is a "Return to account screen" button and a "Cancel" button.

- Click on Submit Button to save your changes and complete the process.

This screenshot shows the "Multiple User Account" form with the "Email information" tab selected. The form is identical to the first screenshot, but the "Submit" button is highlighted in a darker shade, indicating it is the final step in the process. The "Return to account screen" button is also visible.