

Reference Guide

Maintain Your ECF Account - This menu option located under Utilities provides for updating **your** account information. This information is **maintained by the User**.

Step	Action
1	Select Utilities > Maintain Your ECF Account .
2	Your <u>Person Account Information</u> screen appears. Each user has access to maintain their own account information. If any changes are made on this screen you must click the Submit button, and then click Submit again to successfully update your person record.
3	Changes made to your e-mail address are made by selecting Email information. Return to Account screen once the change has been made and continue to Submit for a successful update.
4	To change your password, select More user information . Your Login is hard coded and cannot be changed. Choose Return to Account screen ; Submit.
5	You must choose Submit and Submit again to successfully update your person record if any modifications have been made.
	Remember: Email the helpdesk at CMHelpdesk@vawb.uscourts.gov of your email address change so we may update our records.