



User Manual of
***E-Filing.com Web Portal for Island County
Courthouse, Washington State.***

Disclaimer: - information contained herein (such as Names, email address, Case Titles, Case Numbers, Document Names, Document Types, Party Names, Credit Card details, Transaction Numbers, etc.) is only for demonstrative purpose.

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SIGN UP Instructions:

Go to <https://e-filing.com> and click on **Sign Up**.

1. Enter Your **First Name**, **Last Name** and **Email** address (*This information is carried forward to sign up form*)
2. Click on **Sign Up** button.



Getting started is easy!

First Name:

Last Name:

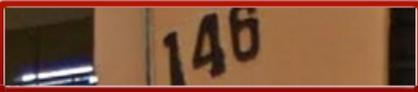
Email:

Sign Up

3. Fill in your information: (For **'Create New Account'**)
Sign Up Form page:-
 - a. Enter **Password** and **Confirm** it by re-entering.
 - b. Select **Security Question** and enter the **Answer** (*This information is used to retrieve forgotten password*).
 - c. Select **Contact Type**: Attorney, Attorney's Assistant, Paralegal, Self Represented and other.
 - d. If Contact Type: Attorney is selected, enter **Bar Number** and select State Bar of Record.
 - e. Enter **Street Address**, **City** and select **State** from the dropdown and then enter **Zip code**.
(*Please make sure this address matches credit cards billing address.*)
 - f. Enter **Captcha**.
 - g. Click on **Continue** button.

Sign Up Form page:-

Email:	johnidoe2015@gmail.com
Password:	••••••••
Confirm Password:	••••••••
Security Question:	What is your favorite color? ▾
Answer:	Red
Create New Account:	<input checked="" type="radio"/>
Add to Existing Account:	<input type="radio"/>
Contact Type:	Attorney ▾
Bar Number:	888889
State Bar of Record:	California ▾
First Name:	John
Middle Initial:	
Last Name:	Doe
Street Address:	525,Brosian way
Other Address:	
City:	Santa Barbara
State:	California ▾
ZIP Code:	93109
Phone:	111 - 111 - 1111 Ext:



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Privacy & Terms

reCAPTCHA™

(*) Indicates required fields

Payment Page:-

We will take 0.01 cent from your credit card when you signup, we will void this penny transaction.

- h. Enter credit card information.
- i. You can select either **VISA** or **MasterCard** or **American Express** card.
- j. Click on **Continue**.

First Name	<input type="text" value="John"/>	*	Last Name	<input type="text" value="Doe"/>	*
Billing Address	<input type="text" value="525, Brosian Way"/>				*
City	<input type="text" value="Santa Barbara"/>	*	State	<input type="text" value="California"/>	*
Zip	<input type="text" value="93109"/>	*	Email	<input type="text" value="johnidoe2015@gmail.com"/>	*
Day Time Phone#	<input type="text" value="111"/>	<input type="text" value="111"/>	<input type="text" value="1111"/>	*	
Credit Card Information					
Card Type	<input type="text" value="MasterCard"/>	*			
Expiry Date	<input type="text" value="January"/>	<input type="text" value="2020"/>	*		
New Card	<input type="text" value="1111"/>	<input type="text" value="1111"/>	<input type="text" value="1111"/>	<input type="text" value="1111"/>	*
Please enter the 3-or-4 digit code that appears on the front or back of your credit card. <input type="text" value="111"/>					
 Merchant Services					
<small>Please Note: E-filing.com takes the security and confidentiality of your credit card and customer information very seriously. We employ stringent security and encryption technologies to guard against the release and misuse of your information.</small>					
<input type="button" value="Continue"/> <input type="button" value="Clear"/>					

Thank You page:-

- k. An **automated e-mail** notification will be sent to the email address provided, before you can log in, you must click the link in the email to confirm your identity.
- l. Keep **Your User ID** and **Your Zip Code** with you as it will be required to add another account under your name in the future.

Wait! There is one more step to complete.

We have sent a confirmation email to **johnidoe2015@gmail.com** Before you can log in, you must click the link in the email to confirm your identity. If you do not receive the email, please follow our [Lost Password](#) process to retrieve the number again and have it emailed to you.

Thank you for registering with Chelan County Courthouse E-filing system.

Email Notification:-



m. After clicking on confirmation link you will get below page;

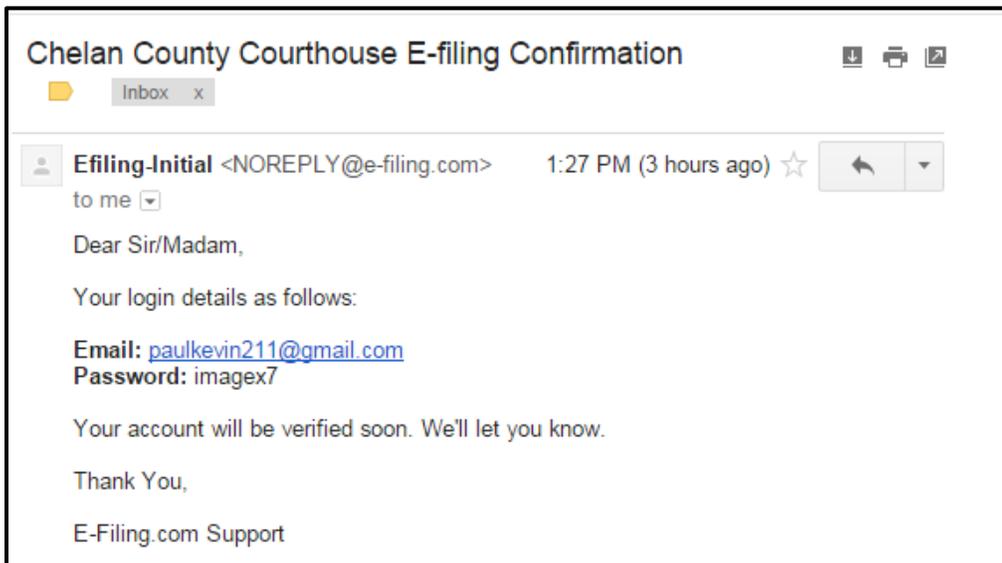
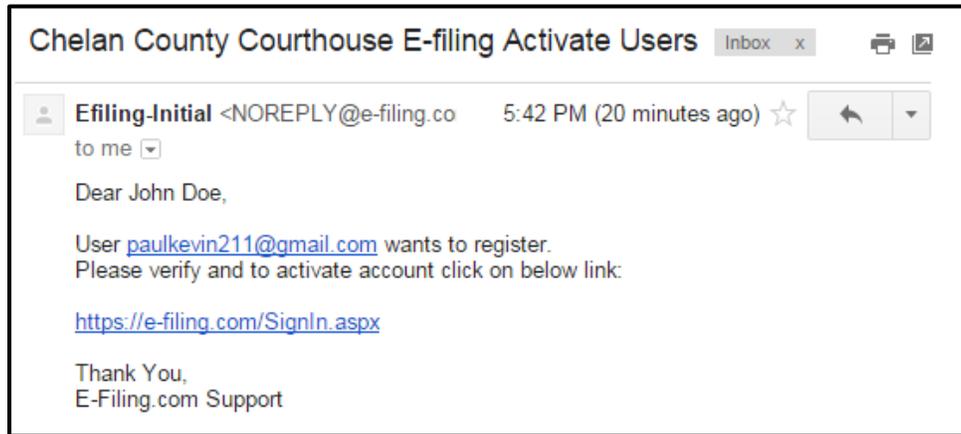


4. Fill in your information: (For 'Add to Existing Account')

Sign Up Form page:-

- Enter **Email, Password** and **Confirm Password**.
- Select **Security Question** and submit the **Answer** (*It is useful to retrieve forgotten password*).
- Enter **Customer Number (User ID)** and **Billing Zip Code** by respective user. (For *this User ID and Zip code contact office administrator or respective user.*)
- Click on **Verify Account** button.
- An **automated e-mail** notification will be sent to respected user and new added user.

E-Filing.com



E-Filing:-

1. Before using the E-filing portal, you must have an ID (email) and password. If you do not have one, click Sign Up and complete the required information.
2. Go to <https://e-filing.com> (Browser Supported: IE 8 and above, Chrome, Firefox, Safari and Opera)
3. Enter your **email** (ID) and **password** and click **Login**. (Make sure **Washington** state is selected)
4. Select **County** and **Courthouse** from the dropdown.

▶ **Select County and Courthouse**



County : Chelan
Courthouse : Chelan County Courthouse

Service Fee Structure	
File a New Case	\$15.00
File a pleading in an existing case previously NOT filed using e-filing.com	\$5.00
File a pleading in an existing case previously filed using e-filing.com	\$4.00

Continue

5. Click on **Continue**, you will be directed to **Filing screen**.

Enter Filing

E-File a New Case

File a New Case

E-File in for the first time in an existing case

Case Number **Enter**

Previously E-filed in this case

Case Number **Enter**

Electronic Filings Query

Find Transaction

Transaction # **Search**

Find Case

Case Title **Search**

Case Number **Search**

A. E-File a New Case:

Use this option to E-file a new case first time through this web portal.

B. E-File in for the first time in an existing case:

If user has a Case Number (provided by the Court at the time of physical filing) then they can use this option. If Case Number is available in the System then validation message will be displayed.

C. Previously E-filed in this case:

If user has E-filed a case using this web portal earlier and has a Case Number then they can use this option to E-file a case.

A. E-File a New Case:

- a. Click on **E-File a new Case** button, you will be directed to **Filler Information** and **Filing Information** screen. (** Indicates required field*)
- b. **Complete the Filer Information.**
 1. If you are an attorney, or filing on behalf of an attorney, enter the **Attorney Bar Number** and Attorney name.
 2. If you are filing as a **Pro Per Party**, check the checkbox and type your name in the **Add New Party** field.
 3. Enter the **email** address for the Attorney/Filer.
 4. Enter **Plaintiff** and **Defendant** names.

For Attorney:

Case Title	ABC vs XYZ
<i>Filer Information</i>	
Attorney Bar Number	888889
Attorney Name	John Doe
Pro Per Party <input type="checkbox"/>	--Select Pro Per Party-- <input type="button" value="Add New Party"/>
Email	johnidoe2015@gmail.com
Attorney Note	
Plaintiff Name	Test1
Defendant Name	Test2

<i>Filing Information</i>	
Document Type	\$50.00 CIVIL - Emancipation of Minor
Document Title	CIVIL
Attach Document	<input type="button" value="Choose file"/> No file chosen <i>Documents must be submitted in PDF format.</i> test2.pdf
# of pages	# 2
Fee	\$ 50.00
Security	Public
Working Copy to Judge	<input type="radio"/> Yes <input type="radio"/> No \$0.25 per page
Certify Fees	<input type="radio"/> Yes <input type="radio"/> No \$5.00 for first page, and \$1.00 for every page after that
Letters Testamentary	<input type="radio"/> Yes <input type="radio"/> No \$5.00
Ex-Parte Fee	<input type="radio"/> Yes <input type="radio"/> No \$30.00
Add More Filings to this case	<input type="checkbox"/>
<i>* Indicates required field</i>	
<input type="button" value="Process"/> <input type="button" value="Exit"/>	

For Pro Per Party:-

Case Title	ABC vs XYZ
<i>Filer Information</i>	
Pro Per Party <input checked="" type="checkbox"/>	--Select Pro Per Party-- <input type="button" value="Add New Party"/> Test
Email	johnidoe2015@gmail.com
Attorney Note	
Plaintiff Name	Test1
Defendant Name	Test2

c. Complete the Filing Information.

1. Select the **Document Type** from drop down list. You can scroll down or type to locate the document you are filing.
2. Complete the **Document Title** field. The document title must match the Document type selected.

E-Filing.com

3. Click **Choose File** and browse to select the document file to upload for e-filing.
(*Note: Documents must be submitted in PDF format.*)
Attached file size should be up to 4MB recommended; there are no limit for file attachment and file size.
 4. Verify that the number of pages of the uploaded document is correct in the **# of pages** field.
 5. The **Fee** will be populated based upon the Document Type selected. (*Note: All statutory fees are subject to review by court staff prior to finalization.*)
 6. Select appropriate Radio button for Working copy to Judge, Certify Fees, Letters Testamentary and Ex-Parte Fee if applicable. (*Note: Default is **No***) Associated fees will be displayed under **Other Fees** on Filing and Transaction Summary.
 7. Click on **Process** Button, **Filing Summary** Screen will be displayed.
 8. User can manipulate the filing by clicking on previous button where it will be redirected back to filing information page. Otherwise, after verifying the summary, click on **Process** button.
- d. Adding/Editing/Removing Filings**
1. If you have more documents related to the filing to include in the transaction, click the checkbox next to **Add More Filings to this case**.
 2. Repeat steps **c1** through **c5** for the new document, and then click **Add** (*For first document you don't need to click on Add button.*)

FILING SUMMARY					
Case Number	CASE TITLE				
	ABC VS. XYZ				
Attorney Bar Number	888889				
Attorney Name	John Doe				
Attorney/Filer E-Mail	johnidoe2015@gmail.com				
Document Type	Document Title	Security	Fees	Note to clerk	Number of pages in document
CIVIL - Emancipation of Minor	CIVIL	Public	\$50.00		2
Total Document filed 1					
E-filing Fees \$15.00					
Other Fees \$0					
Total Fee \$65.00					
<input type="button" value="Previous"/> <input type="button" value="Process"/> <input type="button" value="Exit"/>					

Filing Information

Document Type & Fee: --Select Document type--

Document Title: _____

Attach Document: _____ Browse... *Documents must be submitted in PDF format.*

of pages: # _____

Fee: \$ _____

Security: Public

Working Copy to Judge: Yes No \$0.25 per page

Certify Fees: Yes No \$5.00 for first page, and \$1.00 for every page after that

Letters Testamentary: Yes No \$5.00

Ex-Parte Fee: Yes No \$30.00

Add More Filings to this case:

* Indicates required field

Add

Document Type	Document Title	File Name	# of pages	Filing Fees	Security	Edit	Remove
DOMESTIC RELATIONS - Out of State Custody	Domestic Relations	test4.pdf	4	\$250.00	Public	Edit	Remove
Miscellaneous Filings, No fee required.	Test	test7.pdf	7	\$0.00	Public	Edit	Remove
Miscellaneous Filings, No fee required.	Test	test8.pdf	8	\$0.00	Public	Edit	Remove

Process **Exit**

3. A summary of the Filing Information will be shown at the bottom of the screen.
4. Click **Edit** if you need to change any of the information shown. *(In this case we have edited the Attached document.)*

Filing Information

Document Type & Fee: \$250.00 DOMESTIC RELATIONS - Out of State Custody

Document Title: Domestic Relations

Attach Document: test3.pdf Browse... *Documents must be submitted in PDF format.*

of pages: # 25

Fee: \$ 250.00

Security: Public

Working Copy to Judge: Yes No \$0.25 per page

Certify Fees: Yes No \$5.00 for first page, and \$1.00 for every page after that

Letters Testamentary: Yes No \$5.00

Ex-Parte Fee: Yes No \$30.00

Add More Filings to this case:

* Indicates required field

Update **Cancel**

Document Type	Document Title	File Name	# of pages	Filing Fees	Security	Edit	Remove
DOMESTIC RELATIONS - Out of State Custody	Domestic Relations	test4.pdf	4	\$250.00	Public	Edit	Remove
Miscellaneous Filings, No fee required.	Test	test7.pdf	7	\$0.00	Public	Edit	Remove
Miscellaneous Filings, No fee required.	Test	test8.pdf	8	\$0.00	Public	Edit	Remove

Process **Exit**

E-Filing.com

5. After editing is done you need to click on **Update** button, Update Successfully message will be displayed.

Add							
Document Type	Document Title	File Name	# of pages	Filing Fees	Security	Edit	Remove
DOMESTIC RELATIONS - Out of State Custody	Domestic Relations	test3.pdf	25	\$250.00	Public	Edit	Remove
Miscellaneous Filings, No fee required.	Test	test7.pdf	7	\$0.00	Public	Edit	Remove
Miscellaneous Filings, No fee required.	Test	test8.pdf	8	\$0.00	Public	Edit	Remove

6. Click **Remove** to remove the case document from the list.

Document Type	Document Title	File Name	# of pages	Filing Fees	Security	Edit	Remove
DOMESTIC RELATIONS - Out of State Custody	Domestic Relations	test3.pdf	25	\$250.00	Public	Edit	Remove
Miscellaneous Filings, No fee required.	Test	test7.pdf	7	\$0.00	Public	Edit	Remove

7. Once you have completed all of the Filing Information for the transaction click **Process** button. Filing Summary page will be displayed.

FILING SUMMARY						
Case Number	CASE TITLE					
	ABC vs XYZ					
Attorney Bar Number	444444					
Attorney Name	John Doe					
Attorney/Filer E-Mail	johnidoe2015@gmail.com					
Document Type	Document Title	Security	Fees	Note to clerk	Number of pages in document	
DOMESTIC RELATIONS - Out of State Custody	Domestic Relations	Public	\$250.00	Test	25	
Miscellaneous Filings, No fee required.	Test	Public	\$0.00	Test	7	
Total Document filed 2						
E-filing Fees \$15.00						
Other Fees \$5.00						
Total Fee \$270.00						

e. Review the Filing Summary.

1. If you need to change any of the information, click **Previous**.
2. If you do not want to complete the filing, click **Exit**.
3. If the information is correct and you are ready to proceed, click **Process**.

f. **Payment**

1. After Clicking **Process**, the Credit Card Information page will be displayed.
2. To use the credit card on file for your account, select the **Card Number** from the pull down list.

Credit Card Information

Card Number: XXXXXXXXXXXX1111 *

Card Type: MasterCard *   

Expiry Date: January 2020 *

New Card: *

Please enter the 3-or-4 digit code that appears on the front or back of your credit card.
 *

 Please Note: E-filing takes the security and confidentiality of your credit card and customer information very seriously. We employ stringent security and encryption technologies to guard against the release and misuse of your information.

3. After completing the credit card information, click on **Continue**.

Transaction Summary						
Case Number		CASE TITLE				
		ABC vs XYZ				
Transaction# 15097003		Filing Date/Time 4/8/2015 12:09:22 AM				
Doc ID#	Document Type	Document Title	Security	Fee	Note to clerk	Number of pages in document
00000069	DOMESTIC RELATIONS - Out of State Custody	Domestic Relations	Public	\$250.00	Test	25
00000070	Miscellaneous Filings, No fee required.	Test	Public	\$0.00	Test	7
Total Fees \$250.00						
E-filing Fees \$15.00						
Other Fees \$5.00						
Total charge \$270.00						
<input type="button" value="Exit"/>						

- g. A **Transaction Summary** will be displayed and an email notification will be sent to the filer with the details of the filing.

B. E-File for the first time in an existing case

1. If user has **case number**, they can E-file his case by using this option
2. Case Number format should be xx-x-xxxxx-x (e.g. 15-4-00001-1, do not type **hyphen** '-' as it will automatically populate while typing).

Enter Filing

E-File a New Case

File a New Case

E-File in for the first time in an existing case

Case Number 15-4-00001-1

Previously E-filed in this case

Case Number

Enter Filing

E-File a New Case

File a New Case

E-File in for the first time in an existing case

Case Number

Previously E-filed in this case

Case Number

Electronic Filings Query

Find Transaction

Transaction #

Message from webpage

Case number is already exists in the system please use previously E-filed in the case option

3. If Case Number is available/exist in the system (i.e. e-filed a case previously using this portal) then validation message will be displayed.

Case Number 15-4-00014-1

Case Title

Filer Information

Attorney Bar Number

Attorney Name

Pro Per Party --Select Pro Per Party--

Email

Attorney Note

Plaintiff Name

Defendant Name

4. Case number will be displayed in the **Filer Information** screen
5. Complete the flow using steps from **A (b)** through **A(g)**.

C. Previously E-filed in this case

1. If user has already E-filed case using this web portal then he can use this option to E-file a case.
2. Enter the **case number** that you want to submit an e-filing for and click **Enter**.

The screenshot displays the E-Filing.com interface. It is divided into two main sections: "Enter Filing" and "Electronic Filings Query".

Enter Filing

- E-File a New Case**: Includes a "File a New Case" button.
- E-File in for the first time in an existing case**: Includes a "Case Number" input field and an "Enter" button.
- Previously E-filed in this case**: Includes a "Case Number" input field with the value "15-4-00002-1" and an "Enter" button.

Electronic Filings Query

- Find Transaction**: Includes a "Transaction #" input field and a "Search" button.
- Find Case**: Includes a "Case Title" input field and a "Search" button.
- Case Number**: Includes a "Case Number" input field and a "Search" button.

At the bottom of the interface, there is a table with the following data:

	Case Number	CASE TITLE
Enter Filing	15-4-00002-1	Test1 vs Test2

Below the table is a "Clear" button.

3. The **Case Number** and **CASE TITLE** will appear at the bottom of the screen. Once you have confirmed that it is the correct case, click **Enter Filing** link.
4. Complete the flow using steps from **A(b)** through **A(g)**.

Email Notifications:

1. After e-filing a case, filer will receive the email notification below.

Chelan County Courthouse E-Filing Confirmation Transaction Id # 15097006 inbox x

Efiling-Initial <NOREPLY@e-filing.com> 5:27 PM (23 minutes ago) ☆

to me ▾

PLEASE DO NOT REPLY TO THIS E-MAIL

The following E-Filing has been RECEIVED by the Chelan County Courthouse E-filing system. Your document/s have not yet been accepted into the official court record. An E-Filing Review Clerk will review and process your document/s. You will receive a second e-mail notifying you when your document/s have been processed. Please check the follow up email as it may include important filing information in the comments. Call @ 800 207 6807 with any questions related to this transaction.

Transaction Filing Date and Time: 4/8/2015 4:57:22 AM

Transaction ID: 15097006

Case Number: 15-4-00002-1

Attorney Bar # 44444 Attorney Name: John Doe

Documents Filed:

Doc ID#	Document Type	Document Title	Security	Fee	Attorney Note	Number of pages in document
00000073	DOMESTIC RELATIONS - Dissolution with Children, Dissolution with no Children, Legal Separation	Test	Public	\$290.00	Test	3
00000074	Miscellaneous Filings, No fee required.	Test	Public	\$0.00	Test	1

Total Document(s) filed: 2

Total Filing Fees: \$290.00

E-filing Fees: \$4.00

Other Fees: \$5.00

Total Charge: \$299.00

Document Status: Received by e-Filing system. Document has not yet been accepted by Clerk of Court into official Court record.

Contact Information:
PLEASE DO NOT REPLY TO THIS EMAIL This email address is not equipped to receive or respond to inquiries.

For Questions or Technical Support, Please Call @ 800-207-6807 or email at tech@e-filing.com
Thank you,
Chelan County Courthouse – Electronic Filing Department

 Activate Windows
Go to PC settings

2. **Case acceptance** email notification with an attachment (*filer gets an email notification for every document accepted*).

Subject: Chelan E-Filing Acceptance Notification

Message  EFL_00000069_test3.pdf (84 KB)

Dear Sir/Madam,

Your electronically filed document has been updated as accepted

Your filing details:

County: Chelan
Courthouse: Chelan County Courthouse

Case Number: 15-4-00015-1
Case Title: ABC vs XYZ
Transaction Number: 15097003
Document Number: 00000069
Document Title: Domestic Relations
Document Type: DOMESTIC RELATIONS - Out of State Custody
Filing Fees: \$250.00
Pages: 25
Transaction Filing Date and Time: Apr 8 2015 12:09 AM

Please do not reply to this e-mail.

For questions or technical support contact us at tech@e-filing.com or call 800-207-6807

3. Case rejection email notification with rejection reason (*filer gets an email notification for every document rejected*).

Subject:	RE: Rejection notification from E-Filing Services
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Dear Sir/Madam,

Your electronically filed document has been rejected

Your filing details:

County: Chelan
Courthouse: Chelan County Courthouse

Case Number:
Case Title: test
Transaction Number: 15246001
Document Number: 00069492
Document Title: test
Document Type: CIVIL - Restitution, Review
Pages: 1
Transaction Filing Date and Time: Sep 4 2015 8:28 AM
Rejection Reason: Copy of Will must be attached to the Petition.

If you have any questions regarding the reject, please call TEST at 509-667-6390 or call 800-207-6807

Please do not reply to this e-mail.

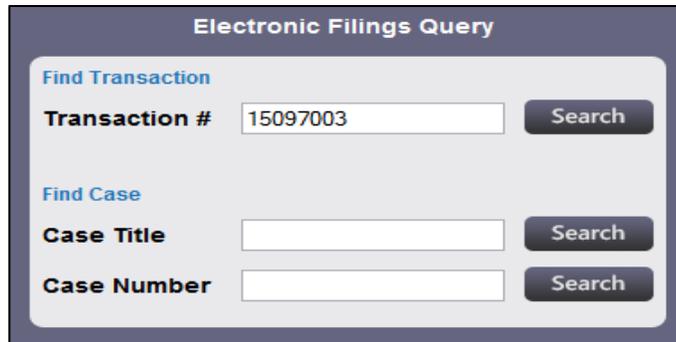
Thank you,
Chelan County Courthouse – Electronic Filing Department

Electronic Filing Query (Searching case):

E-filings processed through this web portal may be found by entering the **Transaction number**, or searching by parties in the **Case Title** or the **Case Number**.

A. To query by transaction number:

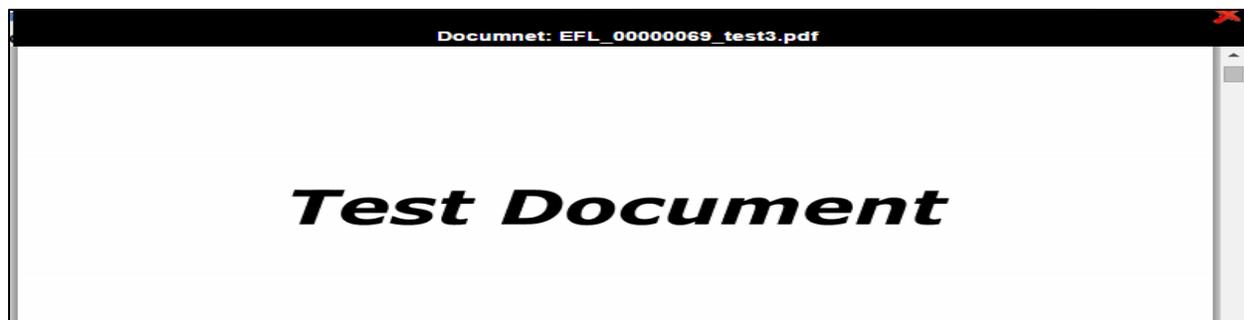
- a. Enter the transaction number in the **Transaction #** field and click **Search**.



- b. A **Transaction Information Screen** will be displayed showing the filing information including the **status** of the transaction.

Transaction Information Screen									
Case Number	Case Title	Transaction #	Filing Date & Time	# of Doc Filed	Total Statutory Fees Collected	E-filing Fees	Other Fees	Total Fees	
	ABC vs XYZ	15097003	04-08-2015 12:09 AM PST	2	\$250.00	\$15.00	\$5.00	\$270.00	
Filing Information									
Document ID #	Page #	Document Type	Document Title	Document Status	Filed date/time	Fee	Attorney/Clerks Notes	Reject Reason	View
00000069	25	DOMESTIC RELATIONS - Out of State Custody	Domestic Relations	Pending		\$250.00	Test		
00000070	7	Miscellaneous Filings, No fee required.	Test	Pending		\$0.00	Test		

- c. To view uploaded document click on the **Camera** icon provided under **View** column of filing information screen



- d. Click on **Clear** button to clear the result.

B. To query by Case Title:

- a. Enter a party listed in the case title in the **Case Title** field and click **Search**.

Electronic Filings Query

Find Transaction

Transaction #

Find Case

Case Title

Case Number

- b. A list of all cases matching the search criteria will be displayed.

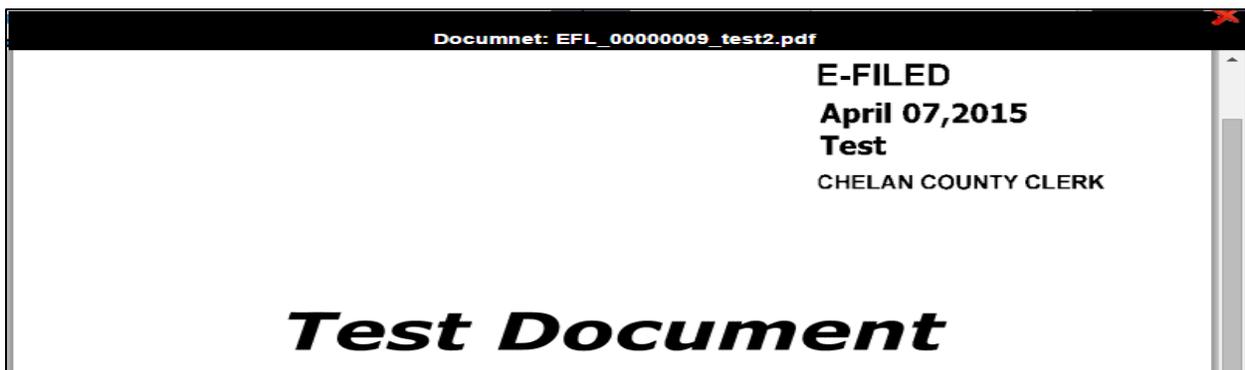
Case Number	Case Title	Transaction #	Filing Date & Time
15-4-00001-1	Abc vs. XYZ	15092001	04-03-2015 06:32 AM PST
15-4-00001-1	Abc vs. XYZ	15094001	04-05-2015 10:16 PM PST
15-4-00001-1	Abc vs. XYZ	15094002	04-05-2015 10:18 PM PST

- c. To review the filing information for a transaction, click on the **Transaction #** link.
- d. A **Transaction Information Screen** will be displayed showing the filing information including the **status** of the transaction. Click on **Camera** icon to view document.

Case Number	Case Title	Transaction #	Filing Date & Time
15-4-00001-1	Abc vs. XYZ	15092001	04-03-2015 06:32 AM PST
15-4-00001-1	Abc vs. XYZ	15094001	04-05-2015 10:16 PM PST
15-4-00001-1	Abc vs. XYZ	15094002	04-05-2015 10:18 PM PST

Transaction Information Screen									
Case Number	Case Title	Transaction #	Filing Date & Time	# of Doc Filed	Total Statutory Fees Collected	E-filing Fees	Other Fees	Total Fees	
15-4-00001-1	Abc vs. XYZ	15094002	04-05-2015 10:18 PM PST	1	\$0.00	\$4.00	\$0.00	\$4.00	

Filing Information									
Document ID #	Page #	Document Type	Document Title	Document Status	Filed date/time	Fee	Attorney/Clerks Notes	Reject Reason	View
00000009	2	CIVIL - Unlawful Detainer	Unlawful Detainer	Accepted	04-07-2015 03:55 AM PST	\$0.00			



C. To query by Case Number:

- a. Enter the full case number in the **Case Number** Field and click **Search**.

Electronic Filings Query

Find Transaction

Transaction # **Search**

Find Case

Case Title **Search**

Case Number **Search**

- b. A list of all cases matching the search criteria will be displayed.
- c. To review the filing information for a transaction, click on the **Transaction #** link.
- d. A **Transaction Information Screen** will be displayed showing the filing information including the status of the transaction. Click on **Camera** icon to view document.

Filing Date & Time	Transaction #	Filing Document Title	Doc #	Total Statutory Fees Collected	E-filing Fees	Other Fees	Total Fees
April 05, 2015 11:13 PM	15094003	Test1 vs Test2	1	\$0.00	\$5.00	\$0.00	\$5.00

Transaction Information Screen								
Case Number	Case Title	Transaction #	Filing Date & Time	# of Doc Filed	Total Statutory Fees Collected	E-filing Fees	Other Fees	Total Fees
15-4-00002-1	Test1 vs Test2	15094003	04-05-2015 11:13 PM PST	1	\$0.00	\$5.00	\$0.00	\$5.00

Filing Information									
Document ID #	Page #	Document Type	Document Title	Document Status	Efiled date/time	Fee	Attorney/Clerks Notes	Reject Reason	View
00000010	1	CIVIL - Common Law Lien	common	Rejected	04-07-2015 03:12 AM PST	\$0.00		Document(s) not signed.	



Profile:

The Profile menu will display users profile details, Activate Users and manage own card.

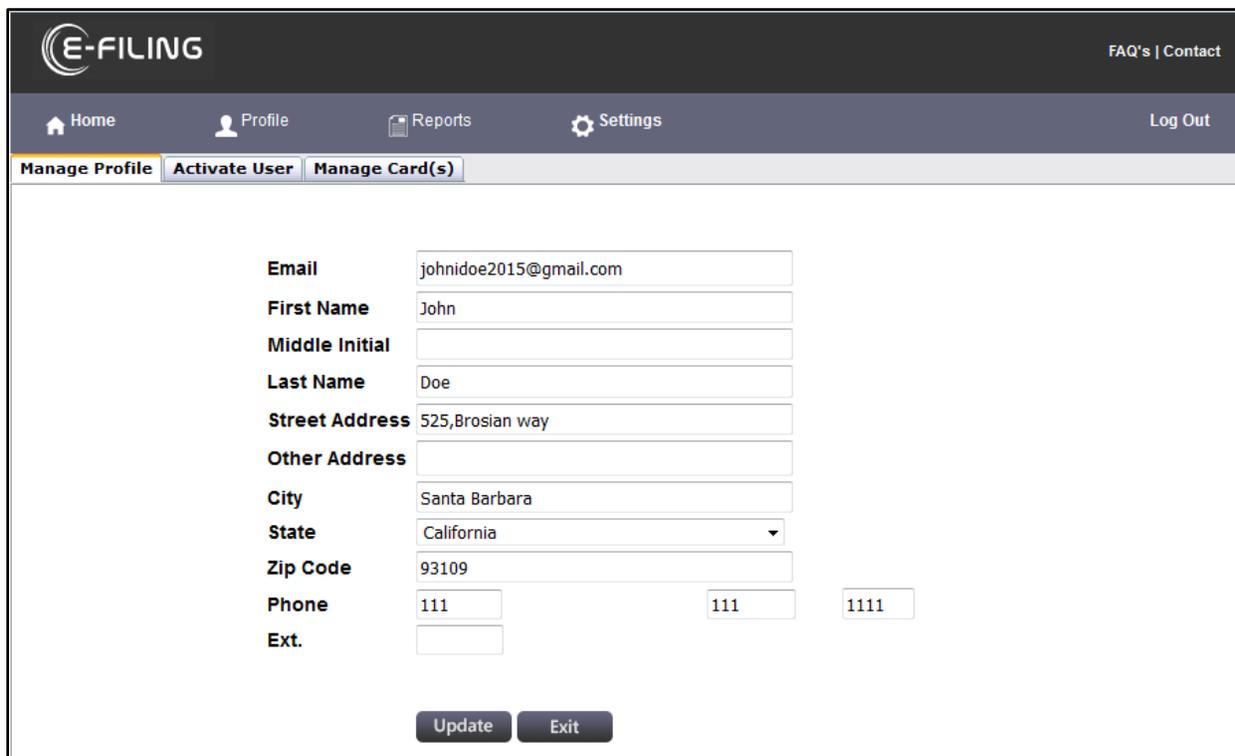
A. Profile Management:

a. Manage Profile: (Go to Profile → Manage Profile)

Selecting Manage Profile tab will display users personal details impute during the Sign Up process.

You will be responsible for changing and updating your own profile.

- a. Change/enter new details
- b. Click on **Update** to save details.



The screenshot shows the E-Filing user profile management interface. At the top, there is a navigation bar with the E-Filing logo on the left and 'FAQ's | Contact' on the right. Below this is a secondary navigation bar with 'Home', 'Profile', 'Reports', 'Settings', and 'Log Out'. The main content area has three tabs: 'Manage Profile' (selected), 'Activate User', and 'Manage Card(s)'. The profile form includes the following fields: Email (johnidoe2015@gmail.com), First Name (John), Middle Initial (empty), Last Name (Doe), Street Address (525, Brosian way), Other Address (empty), City (Santa Barbara), State (California), Zip Code (93109), Phone (111 111 1111), and Ext. (empty). At the bottom of the form are 'Update' and 'Exit' buttons.

b. Activate User: (Go to Profile → Activate User)

Active User functionality is required when another account is added to current user account.

- a. Account Mgr. can change the status of users by using Activate/Deactivate radio button.

The screenshot shows the E-Filing.com user interface. At the top left is the E-FILING logo. At the top right are links for 'FAQ's | Contact'. Below the logo is a navigation bar with 'Home', 'Profile', 'Reports', and 'Settings'. On the far right of this bar is 'Log Out'. Below the navigation bar are three tabs: 'Manage Profile', 'Activate User', and 'Manage Card(s)'. The 'Manage Card(s)' tab is active. Below the tabs is a table with the following data:

S.No	E-Mail	Active / Deactive
1	paulkevin211@gmail.com	<input type="radio"/> Active <input checked="" type="radio"/> Deactive

c. Manage Card(s): (Go to **Profile** → **Manage Card(s)**)

Users are able to manage multiple credit cards for the payment process. At the time of transaction all credit cards listed here appear in the pull down selection.

The screenshot shows the E-Filing.com user interface. At the top left is the E-FILING logo. At the top right are links for 'FAQ's | Contact'. Below the logo is a navigation bar with 'Home', 'Profile', 'Reports', and 'Settings'. On the far right of this bar is 'Log Out'. Below the navigation bar are three tabs: 'Manage Profile', 'Activate User', and 'Manage Card(s)'. The 'Manage Card(s)' tab is active. Below the tabs is a large 'Add New Card' button. Below the button is a table with the following data:

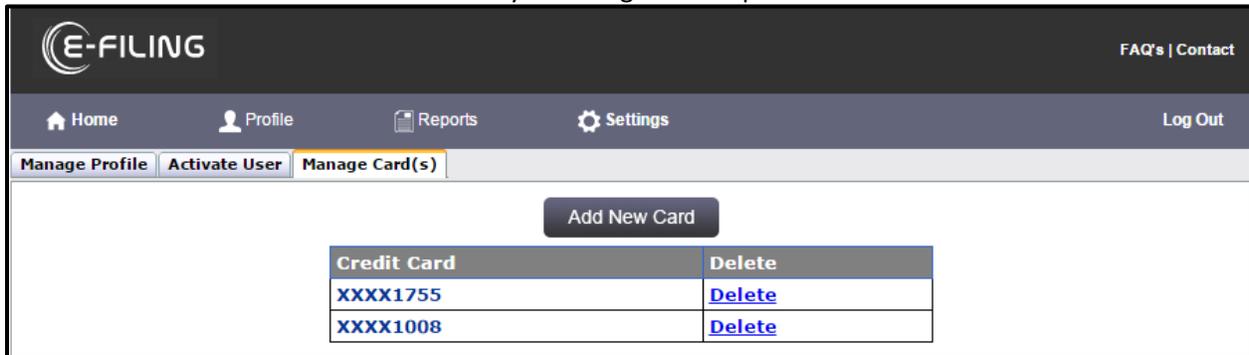
Credit Card	Delete
XXXX1008	Delete

User can **Add New Card** or **Delete** existing card.

- Click **Add New Card** button
- Credit card information page will display.

The screenshot shows the E-Filing.com user interface. At the top left is the E-FILING logo. At the top right are links for 'FAQ's | Contact'. Below the logo is a navigation bar with 'Home', 'Profile', 'Reports', and 'Settings'. On the far right of this bar is 'Log Out'. Below the navigation bar are three tabs: 'Manage Profile', 'Activate User', and 'Manage Card(s)'. The 'Manage Card(s)' tab is active. Below the tabs is a form with two sections: 'Billing Address' and 'Credit Card Information'. The 'Billing Address' section has the following fields: First Name (John), Last Name (Doe), Billing Address (525, Brosian way), City (Santa Barbara), State (California), Zip (93109), and Email (johnidoe2015@gmail.com). The 'Credit Card Information' section has the following fields: Card Type (dropdown menu with icons for AMERICAN EXPRESS, MasterCard, and VISA), Expiry Date (Month and Year dropdowns), and New Card (3-digit code field). Below the 'New Card' field is a text box with the instruction: 'Please enter the 3-or-4 digit code that appears on the front or back of your credit card.' Below the text box is a 'Please Note' section: 'Please Note: E-filing.com takes the security and confidentiality of your credit card and customer information very seriously. We employ stringent security and encryption technologies to guard against the release and misuse of your information.' At the bottom of the form are 'Continue' and 'Cancel' buttons.

- c. Enter credit card details and Click **Continue** for process
- d. Credit card registration message will display (Note: Island E-filing does not store e-filing member's credit card information.)
- e. User can delete own card details by selecting **Delete** option.



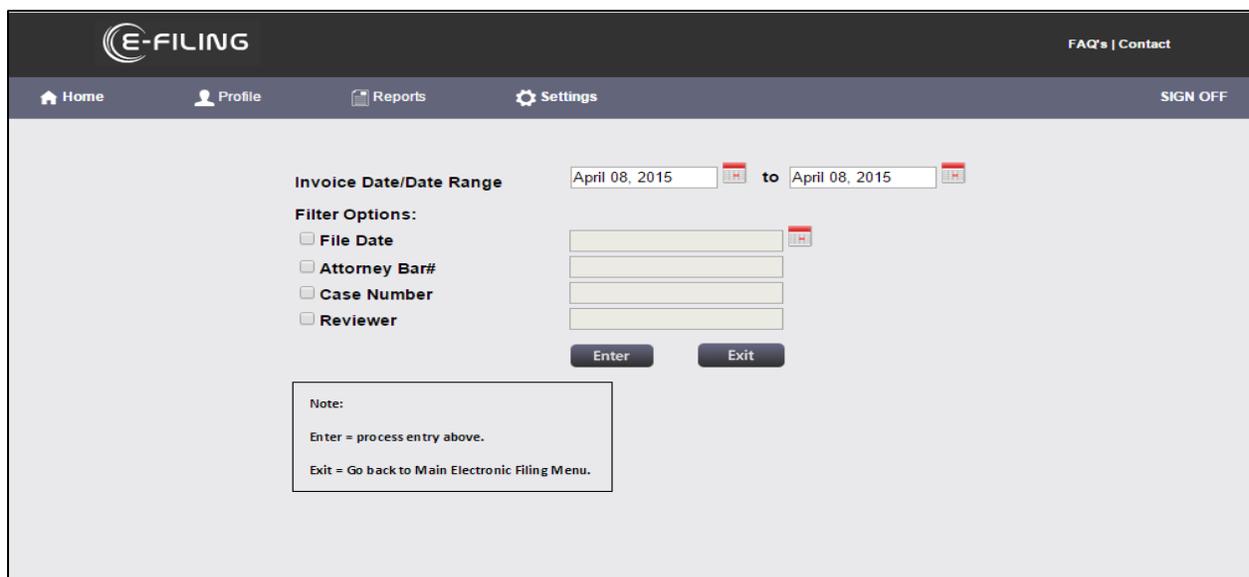
Reports:

A. Accounting Report: (Go to Report → Accounting Report)

The Accounting Report will display the processed transactions for a date or date range. (Note: Transactions that are still pending will not be displayed in this report.)

The Accounting Report can be filtered with the following options:

- a. Invoice Date/Date Range (*Default Search*)
- b. File Date
- c. Attorney Bar Number
- d. Case Number
- e. Reviewer



Invoice date 04-08-15 to 04-08-15

Case Number	Case Title	Attorney	Transaction #	Filing Date & Time	Invoice Date	Doc ID /Doc Title	# of Doc filed	Total Statutory Fees Collected	E-filing Fees	Other Fees	Reviewer
15-4-00017-1	ABC vs XYZ	a	15097001	04-08-2015 00:05AM PST	04-08-2015 01AM PST	00000061 test doc	1	\$35.00	\$15.00	\$30.00	Test
15-4-00016-1	Test5 vs Test6	a	15097002	04-08-2015 00:06AM PST	04-08-2015 01AM PST	00000068 Test	1	\$112.00	\$15.00	\$30.00	Test
15-4-00015-1	ABC vs XYZ	John Doe	15097003	04-08-2015 00:09AM PST	04-08-2015 01AM PST	00000069 Domestic Relations 00000070 Test	2	\$250.00 \$0.00	\$15.00	\$5.00	Test

Run Date/Time: April 08, 2015 3:42 am Total Records = 4 Total Fees Collected = \$397.00

Settings:

Change Password:

1. Go to **Settings** → **Change Password**

Settings

Change Password

Select County and Courthouse

County : Please Select County

Courthouse : Please Select Courthouse

Continue

6464 Hollister Suite 7G
Goleta, CA 93117

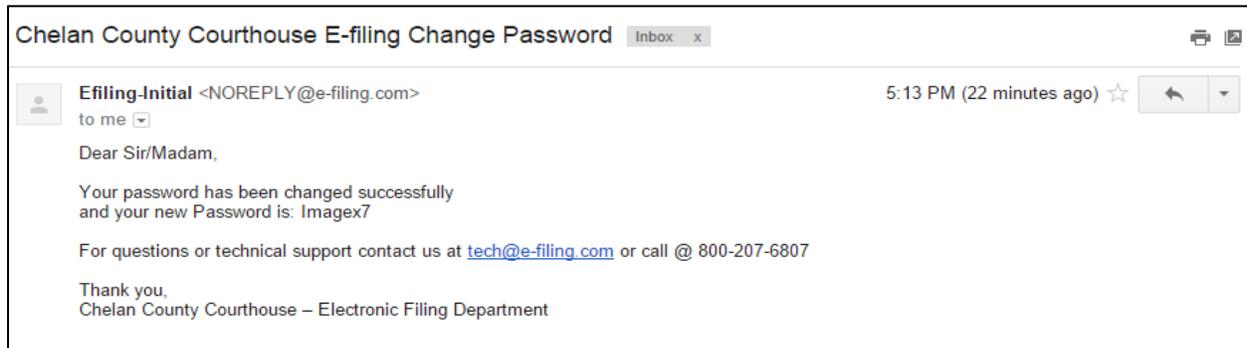
For Technical Support
800-207-6807
Monday-Friday
8.00 AM to 5.00 PM

Technical Support

2. Enter **Old Password**.
3. Enter **New Password** and **confirm** by re-entering it.
4. Click on **Submit** to proceed.

The screenshot shows the E-Filing.com website interface. At the top, there is a navigation bar with the E-Filing logo on the left and 'FAQ's | Contact' on the right. Below this is a secondary navigation bar with links for 'Home', 'Profile', 'Reports', 'Settings', and 'Log Out'. The main content area is titled 'Change your password here' in blue text. It contains three password input fields: 'Old Password', 'New Password', and 'Confirm Password', each with a masked password (dots). Below the fields are 'Submit' and 'Cancel' buttons. At the bottom of the page, there is a footer with contact information: '6464 Hollister Suite 7G, Goleta, CA 93117', 'For Technical Support: 800-207-6807, Monday-Friday, 8.00 AM to 5.00 PM', and a 'Technical Support' link with an email icon.

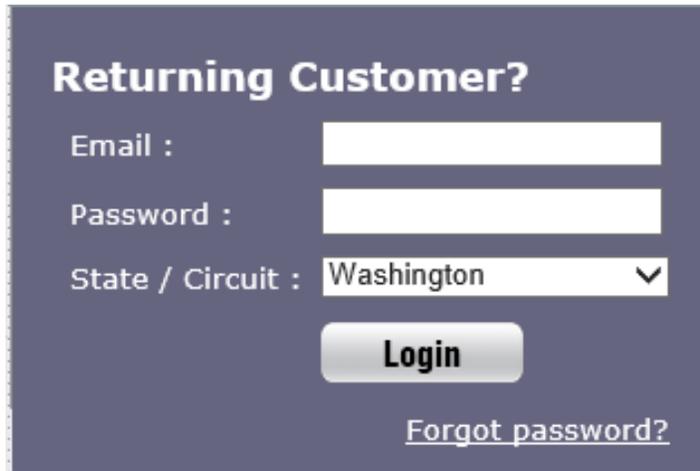
5. You will get an email notification for Change Password.



Click on the **SIGN OFF** to log out.

Forgot Password:

1. Click on [Forgot Password](#) Link.



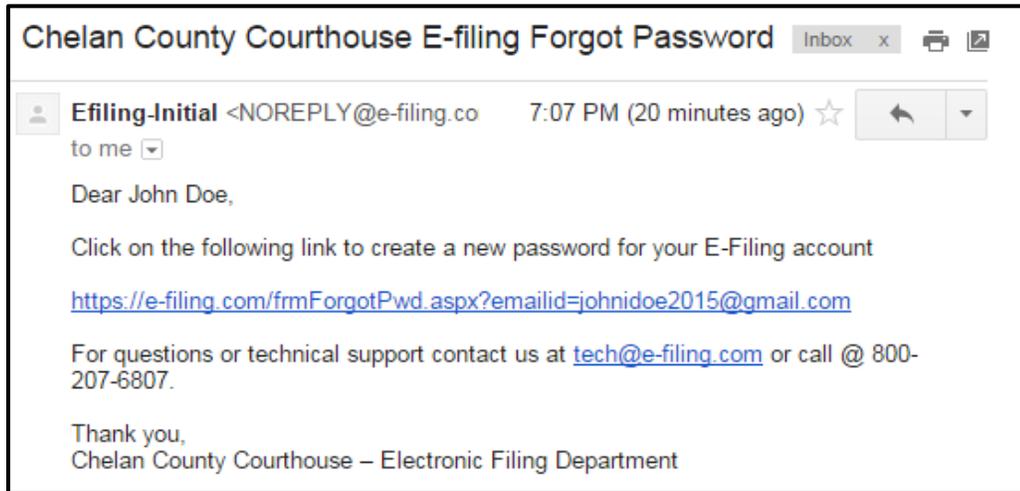
The screenshot shows a login form titled "Returning Customer?". It contains three input fields: "Email :", "Password :", and "State / Circuit :". The "State / Circuit" dropdown menu is set to "Washington". Below the fields is a "Login" button and a link for "[Forgot password?](#)".

2. Enter **Email**.
3. Select **Security Question**.
4. **Answer** the security question.
5. Click on **Submit**



The screenshot shows the "Forgot Password" form with the following data entered: Email: johnidoe2015@gmail.com; Security Question: What is your favorite color?; Answer: Red. There are "Submit" and "Cancel" buttons at the bottom.

- An email notification will be sent



- Open given link in the browser by clicking on it or directly copy paste to browser's address bar.
- Enter **New Password** and **confirm** it by re-entering the same.
- Click on **Submit** button, you will get Password changed successfully popup message.

The screenshot shows the E-Filing website's password change interface. At the top, there is a navigation bar with "E-FILING" logo and "FAQ's | Contact" link. Below the navigation bar, there are tabs for "Home", "About Us", "News and Media", and "How to Guide". The main content area features the heading "Change your password here" in blue. Below this heading, there are two input fields: "New Password" and "Confirm Password", both with masked characters (dots). A "Submit" button is located below the input fields.