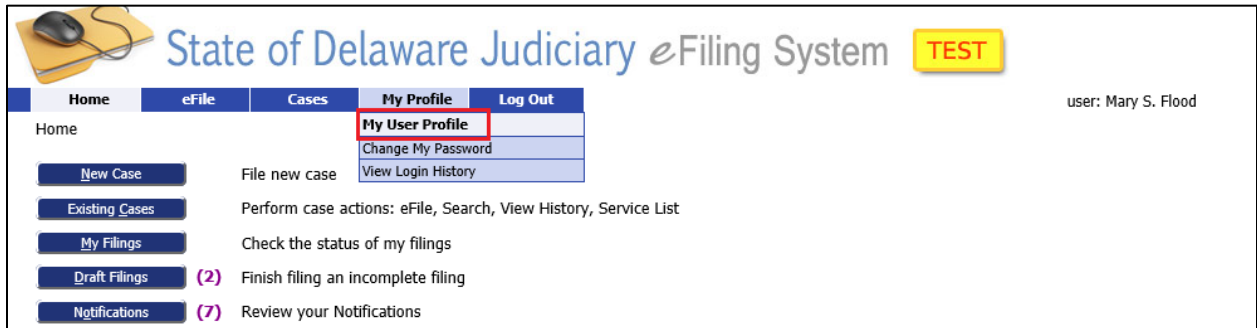


## Module 26 – Modify Profile

Your profile is where your account information is stored. You can change most of the information as needed. To access your profile, hover your mouse over the 'My Profile' tab.

Select 'My User Profile' from the drop down list.



This brings you to the 'User Profile' Screen. It displays the information you entered when you requested a logon ID. To modify the information, click 'Modify User Profile'.



## Module 26 – Modify Profile

You can update most of your information that was submitted when you requested a logon on this screen, **but this only affects the e-filing system**. You must contact the technical helpdesk to change any information not shown in a box.

It is recommended that you also contact the technical helpdesk when you have a name change to minimize any issues. Past cases filed under a different name may not be visible to you without some adjustments by the technical staff.

Form 50 agents **must** also submit a revised Form 50 to the Chief Magistrate’s Office in Georgetown. Likewise, Attorneys **must** contact the Delaware State Bar if any of their information has changed.

The screenshot shows the 'Modify User Profile' page in the State of Delaware Judiciary eFiling System. The page header includes the system name, a 'TEST' button, and navigation tabs for Home, eFile, Cases, My Profile, and Log Out. The user's name is Susan E. Flood, and her role is Attorney. The form contains several fields for personal and contact information, some of which are pre-filled or read-only. There are also checkboxes for email notifications.

User Name:	Steele	Email Notification :	
Subscription Expiration Date:	Not Applicable	<input type="checkbox"/>	Do NOT email me status updates for received filings
Title:	<input type="text"/>	<input type="checkbox"/>	Do NOT email me status updates for approved filings
First Name:	* <input type="text" value="Mary"/>	<input type="checkbox"/>	Do NOT email me status updates for partially approved filings
Middle Name:	<input type="text" value="F."/> <input type="text"/>	<input type="checkbox"/>	Do NOT email me status updates for rejected filings
Last Name:	* <input type="text" value="Flood"/>		
Suffix Name:	<input type="text"/>		
Organization:	ALLSTATE		
Bar/FA Number:	002591		
Contexte Id:			
Phone:	* <input type="text" value="(302) 999-9999"/>	Fax:	<input type="text"/>
Email:	* <input type="text" value="sf@yahoo.com"/>		
Confirm EMail:	* <input type="text" value="sf@yahoo.com"/>		
1st Alternate EMail:	<input type="text"/>		
2nd Alternate EMail:	<input type="text"/>		

Once all your updates are made, click 'Submit' to save your changes or 'Cancel' to exit without saving.

## Module 26 – Modify Profile

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Use My Company's Address

1000 N. West Street  
Suite 1200  
Wilmington, DE 19801  
US

Use My Address

Address Line 1: \*

Address Line 2:

Address Line 3:

City: \*

State:

Postal Code: \*

Country: