

**Accessing your account information**

1. Click **eFile Login** on the eFile menu
2. Click the My Profile tab.



3. Click My Profile on the drop-down list.

**Opting out of status email messages when you file a document**

1. Click the **Modify User Profile** button.
2. Under Email Notification , select the check box beside the description of the email or emails you DO NOT want to receive.

You will continue to receive status updates in your My Filings page of your EDMS account.

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**Note:** You cannot turn off the courtesy emails you receive regarding electronic service. You will continue to get the courtesy emails and the official service of all documents in the Notifications page of your EDMS account.

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**Switching between District and the Appellate court filings**

Use the two buttons at the bottom of the Home page to switch between District and Appellate court, if necessary.



### Setting a default court

If you will file most of the time in one court, you can use a special URL to open that court automatically when you log in.

1. Click the My Profile tab.
2. Select **My Profile** from the list.
3. Click Modify User Profile.
4. Scroll down to the Default Portal Court field and select from the three choices.

1st Alternate Email:	<input type="text"/>
2nd Alternate Email:	<input type="text"/>
Default County:	None Appellate Court Trial Court
Default Portal Court:	Trial Court

5. To go automatically to the default court, use this URL for the eFile system:  
<https://www.iowacourts.state.ia.us/efilingportal/>

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**Note:** Setting your default court does not prevent you from filing in the other court. Use the buttons on the Home page to switch between courts. Or, reset your default court if you will be switching for longer periods.

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This information is for instructional purposes only, and is not intended to and does not constitute legal advice under any circumstance.