

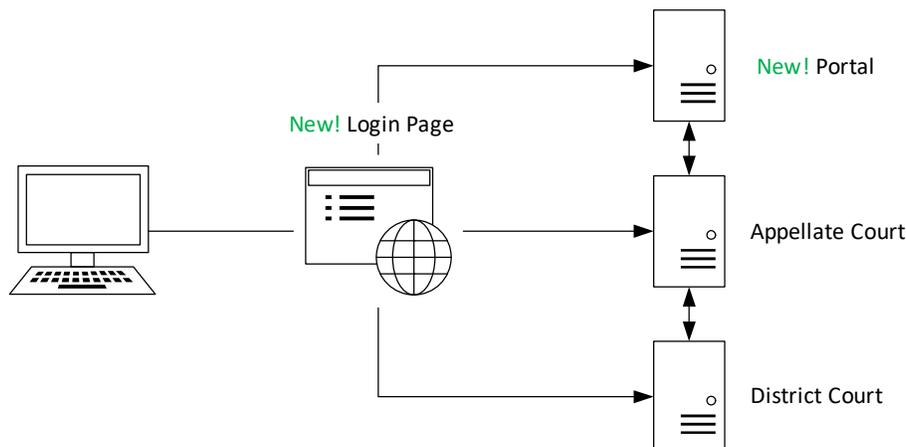
Date: December 14, 2016

Subject: Enhancements to the eFile Systems

On Thursday December 15, changes will be made to improve usability for filers that work in both Appellate Court and District Court eFile systems.

Overview of Enhancements

1. If you reset your password, that change will be made across all eFile systems at once.
2. If you change any account information, it will be changed across all eFile systems.
3. If you use both Court eFile systems, you will be able to switch between them seamlessly, without logging in a second time.
4. A new Portal, where you can:
 - a. Register for a new account
 - b. Make changes to your profile
 - c. Switch between the Appellate and District eFile systems without having to re-login
 - d. Set a default Court system (Appellate or District). If you set a default, it will open automatically when you log in, bypassing the new Portal.



5. A new URL which links to a new login page. <https://www.iowacourts.state.ia.us/efilingportal> You will log on with your current user name and password.

Note: If you choose, you do not need to use the new URL and login page. You may continue to use the existing URLs and logins because they are not being removed.

Accessing the New Login Page and Portal

1. Click on this link: <https://www.iowacourts.state.ia.us/efilingportal> The login page displays.
2. Login with your existing User Name and Password.



The screenshot shows the login page for the Iowa Judicial Branch eFiling Portal. The header includes the Iowa Judicial Branch logo and the text "Administering Justice under the law equally to all persons." and "EFILING PORTAL". Below the header, there is a "Log In" section with two input fields for "User Name:" and "Password:". Below these fields are buttons for "Log In", "Forgot Your Password?", and "Request Account". To the left of the login section, there is a yellow box with the text: "Welcome to the electronic filing portal for Iowa attorneys and citizens. This portal will enable you to file court documents to the following participating courts: Appellate Court, District Trial Court".

3. The Portal displays. You can select a Court system or the My Profile tab.



The screenshot shows the home page of the Iowa Judicial Branch eFiling Portal. The header includes the Iowa Judicial Branch logo and the text "Administering Justice under the law equally to all persons." and "EFILING PORTAL". Below the header, there is a navigation bar with tabs for "Home", "My Profile", and "Log Out". The "Home" tab is selected. Below the navigation bar, there are two buttons for "Appellate" and "District". In the top right corner, the user's name "user: Chloe M. Decker" is displayed.



Switching Between the Systems

Two buttons have been added to the Court system home pages to make switching between systems easier: one links to the other system, and one links to the Portal.

Password and Account Information Changes Simplified

If you use the “Forgot Your Password” link on any login screen, or change your account information in any system, the change will be applied to all systems. You will not have to make the change again.

Existing URLs and Login Pages Can Still Be Used

You can continue to use your existing Favorites and shortcuts because they are not being removed.

- District <https://www.iowacourts.state.ia.us/eFile>
- Appellate <https://iowacourts.state.ia.us/acp>