

APPLICATION INSTRUCTIONS

Section 1 - Organization Registration Information - Company/Firm information

Section 2 – Authorizing Party Information - The Authorizing Party of an organization is an individual with the authority to make management decisions for the organization.

Section 3 – Administrator Registration Information - An administrator is the person designated to act on behalf of the organization for the purposes of adding, deleting, and managing other users within the organization. Administrators have a variety of roles that assist in the maintenance of their organization's VJEFS account, which include, but are not limited to:

- Editing organization contact information;
- Registering and deleting users;
- Adding or removing administrative privileges;
- Managing and editing links and users;
- Resetting user passwords; and
- Viewing and printing reports.

This person does not need to be the same as the Authorizing Party and is one of the following: Administrator Only - will be responsible for user accounts within the organization but will not have access for e-filing documents. Examples of administrator only would be an office manager or IT manager for the office.

Administrator/Attorney - an attorney who will be e-filing and will also have administrator responsibilities

Administrator/Staff - a staff member who will be e-filing on behalf of an attorney and will also have administrator responsibilities