**Topic:** The following document will demonstrate how New Jersey attorneys may authorize another user as an efiler Designee within Attorney Registration.

**Summary:** Using the “Designee Users” tile, attorneys may add, modify, or delete designee information.

**NOTE:** Attorneys must already be associated to an approved firm in order to view the “Designee Users” tile.

**This Guide is for:** Attorneys to manage designee information in Attorney Registration application.

### Table of Contents

- Attorney Login ............................................................................................................................................................. 2
- Designee Users tile ....................................................................................................................................................... 4
- Add Designee ............................................................................................................................................................... 4
- Other Actions ........................................................................................................................................................................ 8
- Add Additional Designees ............................................................................................................................................ 8
- Deactivate Designee ..................................................................................................................................................... 8
- Restore Designee .......................................................................................................................................................... 8
- Delete Designee ............................................................................................................................................................ 9
- Firm in Pending Status ................................................................................................................................................. 9
Attorney Login

**Step 1:** New Jersey attorneys will login with their Bar ID and password at the NJ Courts login page.

To request information about your existing ID, click the **Forgot User ID?** link. Follow the steps below if you're receiving Authentication Failed error message after logging in:

1. Click the **Forgot Password?** link.
2. Answer the security questions when prompted.
3. An email will be sent to the email address used to activate the account.
4. Open the email and follow the instructions.

If you are still not able to successfully login after resetting your password, please contact the Help Desk at 609-421-6100 and someone will assist you.

To access the New Jersey Courts website, click [NJCourts.gov](https://njcourts.gov).

**Browser compatibility**

There is a known issue with Internet Explorer Version 11 running on Windows 10 which is causing users to attempt to login multiple times unsuccessfully. If you encounter this issue, please use another browser (e.g., Chrome, Microsoft Edge, Safari, Firefox).
Step 2: Click the *Attorney Registration and Payment* tile on the Enterprise Portal landing page.

The *Attorney Registration and Payment* application will launch after user answers the step-up authentication question.
**Designee Users tile**

**Step 3:** Click on the tile labeled *Designee Users*.

**NOTE:** Attorney must already be associated to an approved firm in order to view the *Designee Users* tile.

**Add Designee**

The designee users tab will open in a new tab.

By default, no records will display. After following the steps in this guide, this screen will subsequently display a list of your authorized designees.

**Step 4:** Click on the link marked + Add designee user to add a designee.
Step 5: An “Add designee user” pop up will display. Enter the precise User ID your intended designee created prior from NJ Courts self-registration.

Step 6: Click on Search
Designee information is displayed if the User ID exists.

A list of firms the attorney is associated to will display.

Click the **Reset** button to search for another designee if the result returned is not the desired user.
Step 7: Click on the checkbox to select the Designee.

Step 8: Click on the checkbox by the selected Firm(s) for which you would like the designee to file on your behalf.

Step 9: Click on Add to submit the authorization.

After clicking Add, you will return to the designee users tab.

- The added designee will appear on your list of users.
- A confirmation message will display.
- An email will be sent to your designee’s registered email address notifying them of the authorization.

At this point you have successfully authorized a designee user to file on your behalf.
Other Actions

Add Additional Designees
Use the *Add designee user* link to add additional users and repeat from instructions from Step 4 in this guide.

Deactivate Designee
Click on *Deactivate* to temporarily remove the designee’s authorization to efile on your behalf.

Restore Designee
Click on *Restore* to reauthorize an inactive designee.

Designee Users

<table>
<thead>
<tr>
<th>Name</th>
<th>User ID</th>
<th>Email</th>
<th>Employer ID</th>
<th>Employer</th>
<th>Last modified</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jack Black</td>
<td>attydesignee99</td>
<td>jacknjlawfirm.com</td>
<td>F00000290</td>
<td>CONNELL, CONNELS &amp; YURO</td>
<td>09/15/2021 08:23 AM</td>
<td>Active</td>
</tr>
</tbody>
</table>

+ Add designee user

<table>
<thead>
<tr>
<th>Name</th>
<th>User ID</th>
<th>Email</th>
<th>Employer ID</th>
<th>Employer</th>
<th>Last modified</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jack Black</td>
<td>attydesignee99</td>
<td>jacknjlawfirm.com</td>
<td>F00000290</td>
<td>CONNELL, CONNELS &amp; YURO</td>
<td>09/14/2021 11:26 AM</td>
<td>Inactive</td>
</tr>
</tbody>
</table>

+ Add designee user
Delete Designee

Click on the ellipse to see the Delete option. This action will permanently remove the designee from your user list.

Firm in Pending Status

If the system indicates that your firm is pending approval by the Court, you will not be able to select the firm until it is approved.