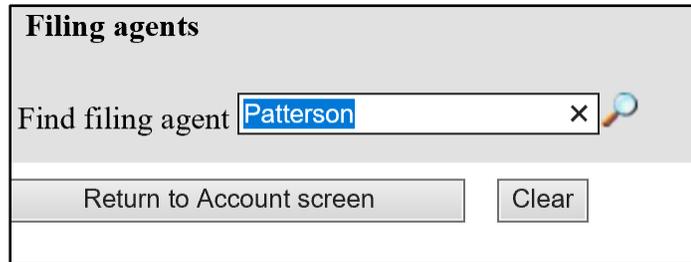


HOW TO ADD A FILING AGENT TO YOUR ECF ACCOUNT

After the Filing Agent is registered with the Court as a Limited ECF (Non-Attorney) User, the attorney, trustee or U. S. Trustee must add the Filing Agent to his/her ECF account by following the steps below:

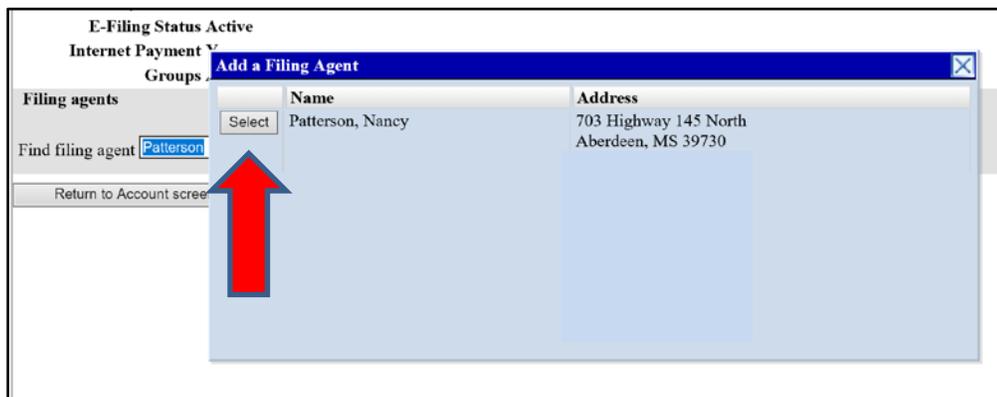
1. From the CM/ECF screen select **Utilities > Maintain User Accounts**. Click on **More User Information**.
2. In the shaded area, type the Filing Agent's last name in the search box and click on the search icon to the right.



Filing agents

Find filing agent 

3. Click **Select** next to the Filing Agent's name.

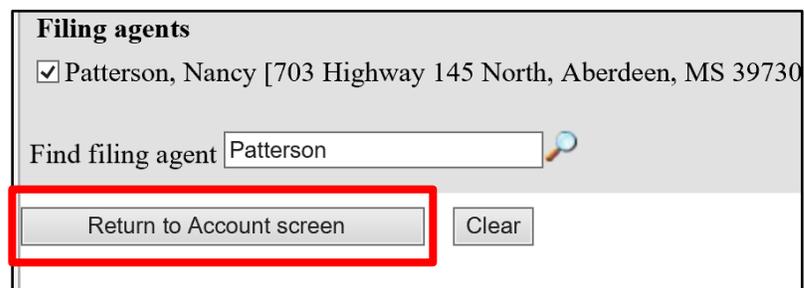


E-Filing Status Active
Internet Payment
Groups **Add a Filing Agent**

Filing agents	Name	Address
<input type="button" value="Select"/>	Patterson, Nancy	703 Highway 145 North Aberdeen, MS 39730

Find filing agent

4. The Filing Agent's name should appear in the shaded area with a checked box next to his/her name. You must click **Return to Account Screen** and then click **Submit** to save your changes.



Filing agents

Patterson, Nancy [703 Highway 145 North, Aberdeen, MS 39730]

Find filing agent 

5. Click **Return to User Maintenance** and select **More User Information** to verify the Filing Agent has been added. You may also follow step 1 above at any time to view your active Filing Agents.