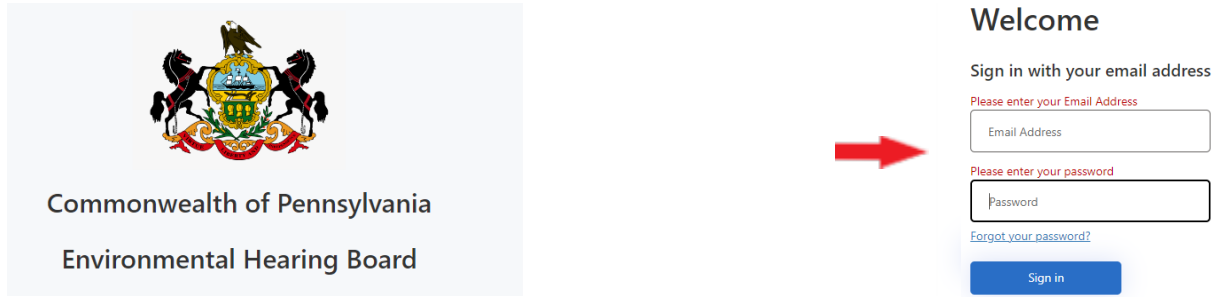



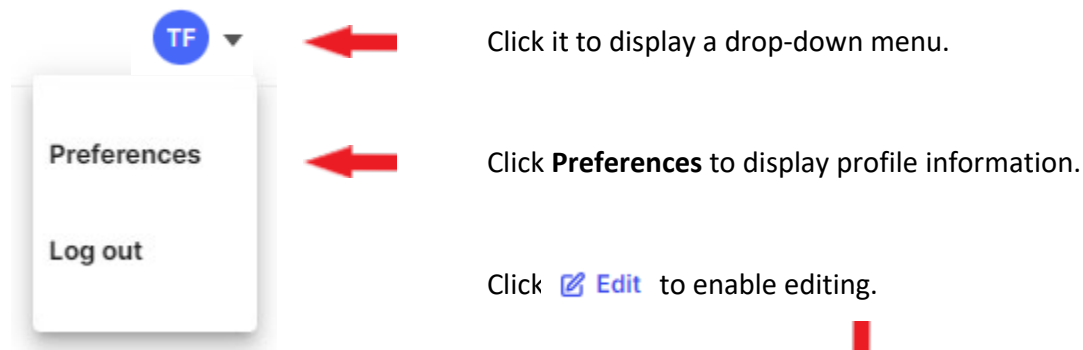
How can I edit my contact information or change my primary email address?

Go to www.efiling.ehb.pa.gov.

Sign in with your email address and password.



In the top right corner of the dashboard, locate the  icon. The icon will display your initials.



Attorney Profile

Contact Information

Prefix	First Name	Middle Name
	Test	E

Last Name	Suffix
Filer	

Phone Number
123-456-7890

Primary Email Address (user, eFile & eService notifications)
christiwal+TestEfiler@pa.gov

 Edit

The information in the boxes can now be edited. When your changes are complete, click **Save & Close**.

Changing your primary email address will not be an immediate change. You will need to verify your new primary address and reset your password. Instructions for verification begin on the next page.


Please note that the Bar ID and State for attorneys cannot be changed by the user. If changes to these are necessary, please contact Rich Finley at rifinley@pa.gov.

Edit Attorney Profile

Contact Information

Prefix	First Name*	Middle Name
<input type="text"/>	<input type="text" value="Test"/>	<input type="text" value="E"/>
Last Name*	Suffix	
<input type="text" value="Filer"/>	<input type="text"/>	
Phone Number*	<input type="text" value="123-456-7890"/>	
Primary Email Address (user, eFile & eService notifications)*	<input type="text" value="christiw+TestEFiler@pa.gov"/>	



 This won't be an immediate change. You will need to verify your new primary address and reset your password.

[+ Add another email for eFiling and eService notifications](#)

Attorney Information

Bar ID*	State Selection *
<input type="text" value="01234"/>	<input type="text" value="PA"/>
Law Firm, Organization, Govt Agency Name*	
<input type="text" value="Test Law Firm"/>	

Address Information

Address 1*		
<input type="text" value="123 Easy Street"/>		
Address 2		
<input type="text"/>		
City*	State *	Zip*
<input type="text" value="Harrisburg"/>	<input type="text" value="PA"/>	<input type="text" value="17105"/>

<input type="button" value="Cancel"/>	<input type="button" value="Save & Close"/>
---------------------------------------	---



If you changed your primary email address, you will receive the following message after clicking Save & Close. Click **Confirm**.

Primary Email Change



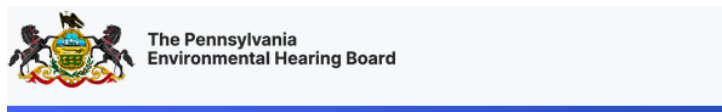
Are you sure you want to change your primary email address to christiwal+TestEfiler2@pa.gov? By doing so you will be signed out and go through the password reset process.

Cancel

Confirm



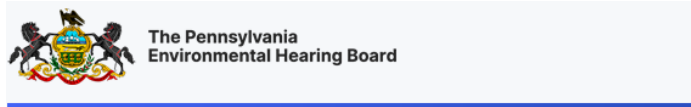
You will then receive two system-generated emails. The first email will notify you that your email has been changed.



Thank you for using the Pennsylvania Environmental Hearing Board's E-Filing Portal. We recently received a request to change your account's primary email address. If you requested this change, no further action is required.

If you did not request this change, please contact the Environmental Hearing Board at [\(717\) 787-3483](tel:717-787-3483)

The second email will provide a temporary password and direct you to reset your password. Click **Set Your Password**.



Dear Environmental Hearing Board Participant,

This email address was used to create a user account on the Pennsylvania Environmental Hearing Board [E-Filing Portal](#).

Your username: christiwal+TestEfiler2@pa.gov.

Your temporary password is: KrFg61x1Fj1H



Please click the button to set your permanent password:

Set Your Password



As a registered E-File user you may easily file and serve legal documents to other participants involved in a case. You will also receive electronic service via email from other users who electronically serve their documents.

Detailed instructions for using the electronic filing system are available in [our online documentation](#).

The system will direct you to the log-in page. Log-in using your new primary email address and the temporary password provided in the email.



Welcome

Sign in with your email address

Please enter your Email Address

Please enter your password

[Forgot your password?](#)

Sign in

User Details

Your password has expired, please change to a new password.

Password

Enter the temporary password provided.

New Password

Enter the new password.

Confirm New Password

Enter the new password again to confirm and click **Continue**.

Continue


Review the Terms of Use.

PENNSYLVANIA ENVIRONMENTAL HEARING BOARD ("BOARD") TERMS OF USE

In order to complete the user registration process, you must agree to the following Terms of Use:

- I understand and agree that the completion of the user registration process constitutes a certification that I will accept electronic service of documents via email notifications at the addresses I provided.
- I understand and agree that the Board will advise me, via email notification at the addresses I provided, whether my registration has been approved. I FURTHER UNDERSTAND AND AGREE THAT I WILL NOT BE ABLE TO E-FILE UNTIL MY REGISTRATION HAS BEEN APPROVED, WHICH CAN TAKE UP TO ONE (1) BUSINESS DAY.
- I understand and agree that the log-in and password required to access the electronic filing system serve as my signature on electronic documents filed with the Board and that when I log into the Board's electronic filing system, I am electronically signing any document I submit for filing.
- I understand and agree that I am solely responsible for any and all information provided by me to the Board in connection with the electronic transmission or service of any document filed by me. FAILURE TO MAINTAIN ACCURATE AND CURRENT USER INFORMATION MAY RESULT IN FAILURE OF SERVICE OF DOCUMENTS.
- I agree to use the electronic filing system in accordance with the Board's Rules of Practice and Procedure on electronic filing and any other guidance promulgated by the Board. Any unauthorized or illegal use of the electronic filing system is prohibited.
- I understand and agree that the Board reserves the right to take any action with respect to my use of the electronic filing system, including but not limited to closing or suspending my user account if I am in violation of these Terms of Use.

Click the box to agree to the conditions and the receipt of service email notifications, then click **Submit Registration**.

 I agree to the Terms & Conditions to receive email notifications *

Submit