

## Western District of Washington Bankruptcy Court ECF Account Maintenance – Updating Your Secondary Email

- 1) Navigate to: <https://ecf.wawb.uscourts.gov>
- 2) Click on the link: **Western District of Washington – Document Filing System**
- 3) Login with your PACER username and password. **Note:** If you forgot your username or password, you may request a reset from the PACER by selecting the link: **Forgot Password?** or **Forgot Username?**
- 4) You are now logged in to ECF. Click **Utilities > Maintain Your ECF Account.**

**Your Account**  
Change Your Client Code  
Internet Payments Due  
**Maintain Your ECF Account**  
Review Billing History  
View PACER Account Information

- 5) You should see your account information (i.e. name, address, etc). Go to the bottom of the screen and click the **Email information** button.

- 6) Look for the two boxes **Secondary email address** and **Reenter secondary email address**.  
**Hint:** You can make each box bigger by clicking and dragging its lower-right corner.

Secondary email address  Reenter secondary email address

- 7) Enter/Update secondary email(s) in both boxes. If entering multiple email addresses, separate them on different lines. For example:

Secondary email address	JohnDoe@email.com JaneDoe@email.com
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- 8) **Check the boxes** for electronic notices to be sent to primary email addresses, secondary email addresses, and enable “One Free Look”.

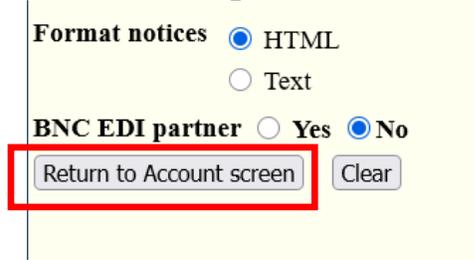
Enable confirmation of Free Look Use to verify your **one free look** will be used when a document link is clicked from CM/ECF emails (NEFs).

Send the notices specified below

to my primary email address

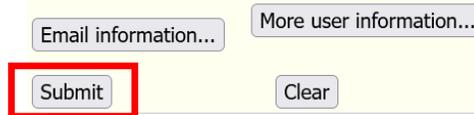
to the secondary addresses

9) When finished, go to the bottom left of screen and click **Return to Account screen**.



A screenshot of a form with a yellow background. At the top, it says "Format notices" with two radio buttons: "HTML" (selected) and "Text". Below that, it says "BNC EDI partner" with two radio buttons: "Yes" and "No" (selected). At the bottom, there are two buttons: "Return to Account screen" (highlighted with a red box) and "Clear".

10) To save your changes, go to the bottom of the screen and click **Submit**.



A screenshot of a form with a yellow background. At the top, there are two buttons: "Email information..." and "More user information...". At the bottom, there are two buttons: "Submit" (highlighted with a red box) and "Clear".