

# How to Assign Proxy Rights from a Request

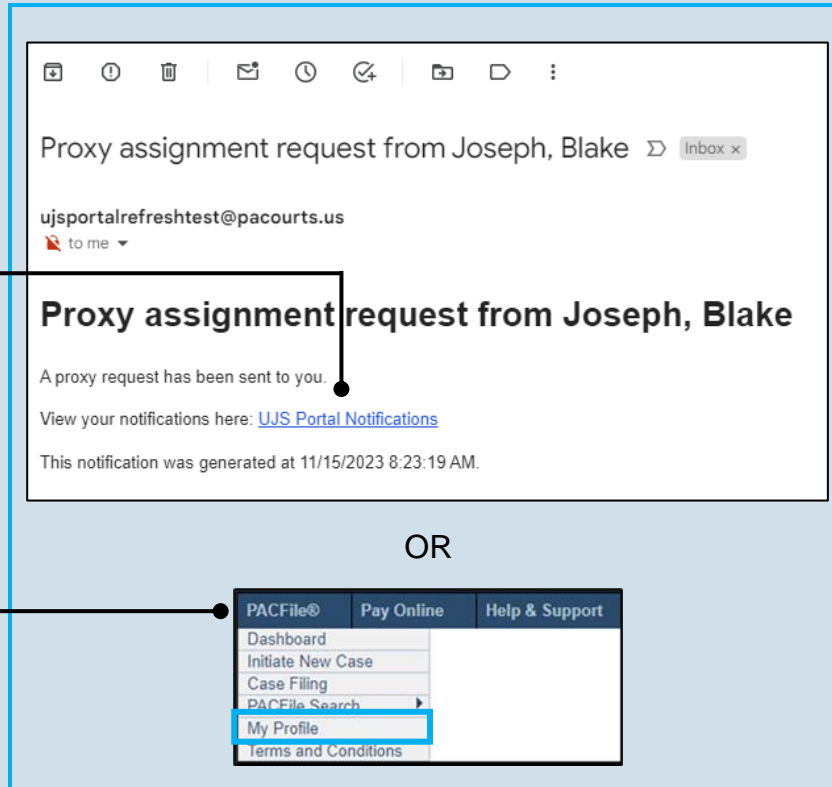
## 1. Open the My Profile screen

Complete one of the following to open the My Profile screen:

- If you receive an e-mail notification regarding a proxy request, click on the link within the e-mail and log into PACFile.

OR

- If you are logged into PACFile, hover your mouse pointer over the PACFile menu and click on 'My Profile.'



## 2. Assign proxy permissions

In the My Proxies grid of the My Profile screen, locate the individual and click the Approve user's request icon.

## 3. Access proxy permissions

Click the Edit User Proxy Rights icon.



# How to Assign Proxy Rights from a Request

## 4. Assign proxy permissions

In the User Proxy Rights screen, select the checkbox for each proxy right you want to assign to the selected individual.

**Tip** Each of the proxy rights available are defined on the next page.

**Tip** To select all notifications, click the checkbox at the top of the column (to the left of the **Proxy Right Category** column name).

<input type="checkbox"/>	Proxy Right Category	Proxy Right Name
<input type="checkbox"/>	Organization Management	Access Management User
<input checked="" type="checkbox"/>	PACFile Management	Create Initiating Filings
<input checked="" type="checkbox"/>	PACFile Management	Create Ancillary Filings
<input checked="" type="checkbox"/>	PACFile Management	Approve Filings
<input checked="" type="checkbox"/>	PACFile Management	Submit Filings

## 5. Click SUBMIT

If a popup appears indicating that your changes have been saved, click the OK button.

## 6. Access proxy notifications

In the My Profile screen, locate the same individual in the My Proxies grid and click the Edit User Notifications icon.

Name	City	Notification Types
Joseph, Blake	Harrisburg, PA	

## 8. Click SUBMIT

If a popup appears indicating that your changes have been saved, click the OK button.

<input checked="" type="checkbox"/>	Proxy Notification Category	Proxy Notification Name
<input checked="" type="checkbox"/>	eService Received	eService
<input checked="" type="checkbox"/>	Notice of Court	Court Filing
<input checked="" type="checkbox"/>	Notice of Court	Case Initiation
<input checked="" type="checkbox"/>	Notice of Court	Party Filing
<input checked="" type="checkbox"/>	Notice of Court	Non-Party Filing
<input checked="" type="checkbox"/>	Notice of Court	Filing Submitted
<input checked="" type="checkbox"/>	Notice of Court	Filing Accepted
<input checked="" type="checkbox"/>	Notice of Court	Filing Accepted, Payment Changed
<input checked="" type="checkbox"/>	Notice of Court	Filing Rejected
<input checked="" type="checkbox"/>	Notice of Court	Filing Returned for Correction
<input checked="" type="checkbox"/>	Correspondence	Correspondence
<input checked="" type="checkbox"/>	User Action Required	Case Filing Requested

## 7. Assign proxy notifications

In the User Notifications screen, select the checkbox for each notification type you want the selected individual to receive.

**Tip** Each of the notification types are defined in the *Person-to-Person Proxy Notification Types* reference guide.

**Tip** To select all notifications, click the checkbox at the top of the column (to the left of the **Proxy Notification Category** column name).

## ➤ Proxy Right Definitions

- **Access Management User** – Provides the authority to administer the privileges of your other proxies. Any proxy that is assigned this privilege does not have the authority to grant it to anyone else.
- **Create Initiating Filings** – Provides the authority to create a new case filing on your behalf. This does not grant the right to approve or submit these filings.
- **Create Ancillary Filings** – Provides the authority to create filings for an existing case on your behalf. This does not grant the right to approve or submit these filings.
- **Approve Filings** – Delegates your supervisory authority to approve filings created on your behalf. The use of the approval process is optional. If not using the approval process, this privilege should be assigned to anyone who also has the Submit Filings privilege.
- **Submit Filings** – Provides the authority to submit and, when necessary, pay for a filing. This includes any filings created by you or your other proxies. This does not grant the right to create or approve filings on new or existing cases.