

How to Request Proxy Rights

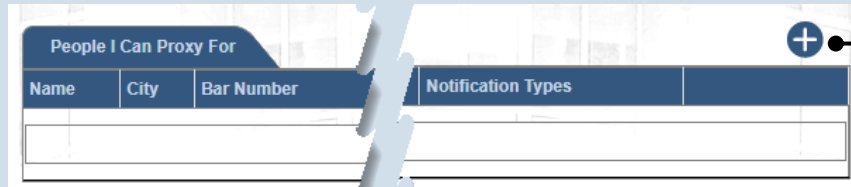
1. Open the My Profile screen

Click on the PACFile menu and select the 'My Profile' option.



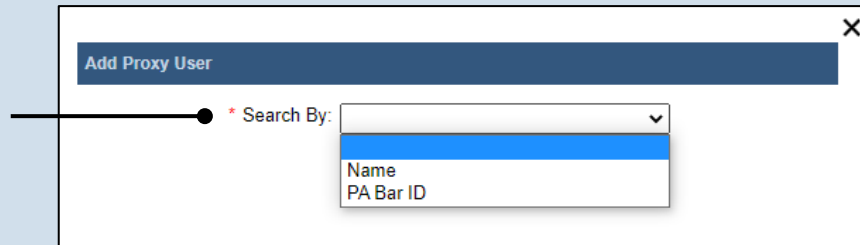
2. Click the Add New Record icon

In the My Profile screen, this button appears above the People I Can Proxy For grid.



3. Select a Search Type

In the Add Proxy User screen, you have two ways to search for the individual for whom you are requesting proxy rights. Click on the **Search Type** dropdown and select 'Name' or 'PA Bar ID'.



Tip: You can use the 'Name' option to search for any attorney or non-attorney. The 'PA Bar ID' search only applies to attorneys and is only useful when you know their bar number.

Tip: You can only search for individuals that have a registered PACFile account.

5. Click SEARCH

4. Enter your search criteria

Depending on the selected search type, enter the required information related to the individual for whom you are requesting proxy rights.

Searching By Name

Add Proxy User

* Search By: Name

* Last Name: Joseph

* First Name: Blake

* City: Harrisburg

* State: Pennsylvania

Search

Searching By Bar Number

Add Proxy User

* Search By: PA Bar ID

* PA Bar Number: 900020

Search

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6. Confirm the individual

When your search results are displayed, locate the appropriate individual and select the checkbox next to their name.

Account Name	User Name	Email Address	Location	PA Bar Number
<input checked="" type="checkbox"/> bljoseph	Joseph, Blake	900020@test.ars	Harrisburg, PA	900020

7. Click SUBMIT

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

Tip A PACFile notification will now be sent to the individual you identified. They must approve your request and assign you specific permissions before you can begin to act as their proxy.