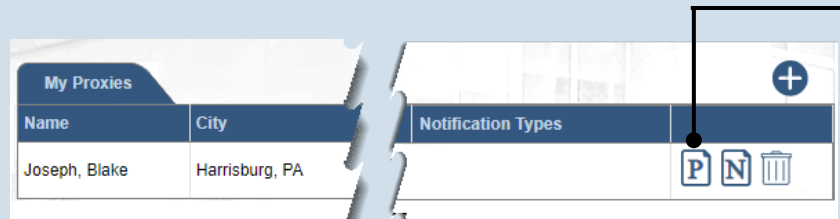# Verify or Update Rights for an Existing Proxy

PACFile®

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

PACFile®	Pay Online	Help & Support
Dashboard		
Initiate New Case		
Case Filing		
PACFile Search	▶	
My Profile		
Terms and Conditions		

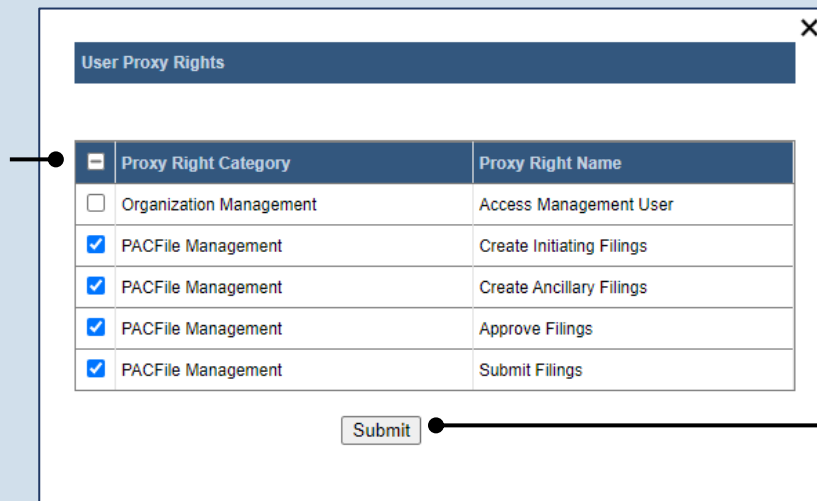### 2. Access proxy permissions
In the My Profile screen, locate the individual in the My Proxies grid and click the Edit User Proxy Rights icon.

My Proxies

Name	City	Notification Types	
Joseph, Blake	Harrisburg, PA		P N 🗑

3. Review/Update proxy permissions
In the User Proxy Rights screen, evaluate the permissions you have assigned to the proxy. Update any of these privileges as needed.

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

User Proxy Rights

☐	Proxy Right Category	Proxy Right Name
☐	Organization Management	Access Management User
☑	PACFile Management	Create Initiating Filings
☑	PACFile Management	Create Ancillary Filings
☑	PACFile Management	Approve Filings
☑	PACFile Management	Submit Filings

[Submit]

4. (Optional) Click SUBMIT
This action saves any changes. If a popup appears indicating that your changes have been saved, click the OK button.

Tip If you did not make any changes, click the 'X' in the upper-right corner of the User Proxy Rights screen.

➢ Proxy Right Definitions

- **Access Management User** – Provides the authority to administer the privileges of your other proxies. Anyone assigned this privilege does not have the authority to grant it to anyone else.

- **View Notifications** – Authorizes the proxy to receive all the same dashboard notifications that are sent to you. See the *Person-to-Person Notification Types* reference guide for an overview of the available notification types that can be delegated.

- **Create Initiating** – 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** – 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 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 filings on new or existing cases.