

ELANY Electronic Filing System User's Security Quick Guide

This brief tutorial will help you complete your User Profile and change the password provided to you by your administrator.

ELANY Excess Line Association of New York

Electronic Filing System

User ID:

Password: [Forgot Password?](#)
(Password is case-sensitive)

Electronic Filing System Login

1. Login to EFS with the user ID provided by your administrator. If you have previously used the old affidavit filing system, type your existing password into the PASSWORD field and click SIGN ON. If you have never used the old affidavit site before, enter the password provided by your administrator and click SIGN ON. The USER PROFILE MAINTENANCE window displays.

User Profile Maintenance

User Information Contact Information Security Settings History

Security Profile: **SEAQUEST GROUP**

User Profile: Truscott, Rebecca

User ID: RTRUSCOTT Rebecca Truscott

Status: Initial Enabled Disabled Expired

Roles: Administrator
Part A
Invoicing

Data Access: Read/Update

Logon Attempts: 0

Pwd Expiration Date: 12/31/2007

Last Access Date: 12/17/2007 11:38:44

User Profile information is incomplete. Please provide missing information.

User Profile Maintenance – User Information is Incomplete

2. Click the CONTACT INFORMATION tab.

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The screenshot shows the 'User Profile Maintenance' interface with the 'Contact Information' tab selected. The form contains the following fields and values:

Security Profile:	SEAQUEST GROUP
First Name:	Rebecca
Last Name:	Truscott
Address Line One:	55 Vernon Terrace
Address Line Two:	Apartment 4C
City:	Poughkeepsie
State:	New York
Zip Code:	12601
Country:	USA
Phone:	(845) 261-9779
Email Address:	rtruscott@gmail.com
Web Site:	

Buttons: Update, Delete, Reset

User Profile information is incomplete. Please provide missing information.

Check Over Your Contact Information

3. Look over your contact information entered by the administrator. Ensure that the information displayed in the FIRST NAME, LAST NAME, PHONE, and EMAIL ADDRESS fields are correct. Make any changes as necessary.
4. Click the SECURITY SETTINGS tab.

The screenshot shows the 'User Profile Maintenance' interface with the 'Security Settings' tab selected. The form contains the following fields and values:

Security Profile:	SEAQUEST GROUP
User Profile:	Rebecca Truscott
Challenge Question:	Mother's maiden name?
Challenge Answer:	langford

Buttons: Update, Delete, Reset

User Profile information is incomplete. Please provide missing information.

Complete Challenge Question and Answer

5. In the CHALLENGE QUESTION field, type a question that only you can easily answer. In the CHALLENGE ANSWER field, type the answer to the question. The answer must consist of a single word or phrase (no spaces). Numbers may be used.
6. Click UPDATE. The ELANY EFS accepts the changes and updates your EFS user profile.

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7. In the left menu, under the USER PROFILE heading, click CHANGE PASSWORD. The CHANGE USER PROFILE PASSWORD window displays.



Change User Profile Password

Change Password

Current Password:

New Password:

Confirm Password:

NOTE: Password is case-sensitive

[Help](#) [Update](#) [Reset](#)

Change Your User Password

8. Complete all password fields. The CONFIRM PASSWORD field requires you to re-type your NEW PASSWORD.
9. Click UPDATE. The ELANY EFS updates your password information and returns a message to this effect.



Change User Profile Password

Change Password

Current Password:

New Password:

Confirm Password:

NOTE: Password is case-sensitive

[Help](#) [Update](#) [Reset](#)

RTRUSSCOTT Password has been changed. ←