

**CREDITOR - QUICK REFERENCE GUIDE**

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Utilities and Reports

Change Your Email Information

| Step | Action  |
|------|---|
| 1    | Click on the <b>Utilities</b> hyperlink at the top of the screen.   |
| 2    | Click on <b>Maintain Your ECF Account</b> button and your personal information screen will display.   |
| 3    | Scroll to the bottom of the screen and click on the <b>Email information</b> button. The email information screen will display revealing the email option fields. |
| 4    | Change your email options and click on the button <b>Return to Account screen</b> at the bottom of the page.  |
| 5    | You will be returned to your personal information screen.   |
| 6    | Scroll to the bottom of the screen and click <b>Submit</b> . If you do not click the Submit button, your changes will not be saved.                               |