

**UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF ILLINOIS**

INSTRUCTIONS

ADDING/CHANGING/DELETING SECONDARY E-MAIL ADDRESS IN CM/ECF

You may **add/delete/change a secondary e-mail address** using the following steps:

1. Access the Central District of Illinois' ECF site at <https://ecf.ilcd.uscourts.gov>.
2. Click on *Utilities* on the CM/ECF Menu Bar.
3. Under Your Account, click on *Maintain Your Account*.
4. Click on the *Email Information ...* button. Your primary e-mail address should be listed.
5. Under *Secondary e-mail addresses* Click on *add new e-mail address*. Enter your secondary e-mail address you wish notices to go to. Or, if you want to delete or change, click on the appropriate e-mail address listed and make the change or simply delete the e-mail address.
6. Click on the *Return to Account* screen button.
7. Click on the *Submit* button to return to the Account screen.
8. Click on the *Submit* button to complete the transaction.

YOU MUST CLICK BOTH SUBMIT BUTTONS. If the *submit* buttons are not clicked, your changes will not be saved in the system.