State of Hawaii Judiciary

JEFS Training
Organization Administrator

1. Register JEFS User
2. Organization Administrator
3. JEFS Manage My Profile

1. Your users must first 'Register for Access' in JEFS.

Register JEFS User

2. Work with your attorney to let him/her know which organization to 'Search' for. If a wrong organization, the Organization Administrator will not be able to see the new user.

3. The attorney will select their organization.

4. The attorney will select 'Assign' to chose the organization

5. The attorney will 'Submit' their registration and be assigned a WEBU ID.

1. Under User Administration, Select Organization Administration.

Bill, Attorney Bill.Attorney@test.com	Pacific Guardian Ctr., Mauka T	Honolulu	HI	96813	Active
Ann, Person Ann.Person@test.com	737 Bishop Street, Suite 2400	Honolulu	HI	96813	Active
Harry, Person Harry.Person@test.com	737 Bishop Street, Ste. 2400	Honolulu	HI	96813	Active

Accept

Reject

Remove

Judiciary Home Page   eCourt Kōkua   eFiling and Service System   Frequently Asked Questions   Training   ADA Disability Accommodations Coordinators

2. The Org Admin is able to Accept, Reject or Remove a User.

Note: If the user has selected an incorrect Organization when registering, the user will not appear on the list for the Org Admin to administer.

1. If your user has selected an incorrect Organization when registering, he/she must login to JEFS and go to 'Manage My Profile' under 'User Administration' to correct the organization

2. 'Search' and 'Assign' the correct organization.

3. Press 'Submit'.