

PROCEDURE
HEARING EXAMINER E-FILE SYSTEM
REGISTERING AS AN E-FILER

1. Sign up for a new user account by going directly to the Hearing Examiner e-File System (www.seattle.gov/examiner/efile).
2. Click on the blue link to access the Hearing Examiner e-File System
3. Click on ***Need User Account?***
4. Enter your email address as indicated (two times) and press ***Send***
5. You will receive an emailed link with instructions for setting up a new user account
6. Open the email from WebUserAdmin@seattle.gov
7. Follow the instructions to create a new user account (you'll be asked to set up a password)
 - a. Enter a password and confirm the entry
 - b. Press ***Create User***. Your account should have been successfully created and now you can log in to the Hearing Examiner e-File System
8. Click the ***Log-In*** button
9. Enter your email address and password
10. Click ***Sign In***
11. Read Terms and Conditions of Use
12. Click on "I have read and agree to the terms of use" check box. *Note: If you don't accept the user terms and conditions, you will not be able to e-File your request. You will be required to mail or hand-deliver your request directly to the Office of Hearing Examiner.*
13. Press ***Register***
14. You can now e-File an appeal or other case type by using the left navigation options