

## Summary of Changes in User/Member Administration Procedure for EFS (effective 28 April 2003)

Previously	Now (28 April 2003 onwards)	Applicable To	
		Sys Admin	All Users
EFS/EFSWEB users are referred to as <b>Members</b> .	EFS/EFSWEB users are referred to as <b>Users</b> (or <b>Subscribers</b> ).		X
Mailbox IDs are issued when a Law Firm ("LF") subscribes to EFS. <i>Domain</i> or <i>General</i> Member IDs are linked to " <b>DO</b> " mailbox, and <i>System Administrator</i> IDs are linked to " <b>SA</b> " mailbox. (It is done by the LF Sys Admin through <b>Membership</b> application).  Mailbox IDs are used for this application linking purpose only.	Mailbox IDs are issued when a Law Firm ("LF") subscribes to EFS. <i>Domain</i> or <i>General</i> User IDs are linked to " <b>DO</b> " mailbox, and <i>System Administrator</i> IDs are linked to " <b>SA</b> " mailbox. (It is done by the LF Sys Admin through <b>ORA</b> application).  " <b>SA</b> " Mailbox ID is also used to login to ORA (Online Registration and Administration) application to register new User IDs and maintain existing user IDs.	X	X
Members can do self-registration using " <b>New Member</b> " function (available at EFS portal).	LF Sys Admin (only) can register new User IDs for the users at LF using <b>ORA</b> application (via EFS Portal)	X	X
Member provides email address during registration. ID activation notification is sent to this email address.	Sys Admin can provide user's or its own email address during registration. User ID and Password are sent separately to this email address upon successful registration.	X	X
Member ID is activated immediately upon confirmation by the member by clicking a URL in the notification email.	User ID is automatically activated on the following day after the registration. [Note: The default User ID commencement date is the following day of the registration. However, Sys Admin can set it to any future date.]	X	

Previously	Now (28 April 2003 onwards)	Applicable To	
		Sys Admin	All Users
LF Sys Admin “ <b>adds EFS application</b> ” to a Member ID (aka linking of ID) to enable the member to use EFS	LF Sys Admin assigns a role (DO or SA) to each User ID and links it to the firm’s mailbox ID (DO or SA). [Note: Role Assignment and Mailbox Linking are separate functions in ORA.]	X	
Members can update their own profile (personal details)	Sys Admin (only) can update the User Profile for each user in the firm. [Note: User ID’s role cannot be changed once it is assigned. De-register and re-register a User ID, to change its role.]	X	X
Member ID password is set to non-expiry. Member needs to change the password upon first time login.	User ID password is set to non-expiry by default. User needs to change the password upon first time login. [Note: Password Expiry feature may be introduced in future.]	X	X
Members can change their own password.	Users can change their own password. Sys Admin can reset the password of a user (if forgotten).	X	X
After 3 unsuccessful login tries, Member ID gets frozen. The Member needs to contact CrimsonLogic to have the ID unfrozen	After 3 unsuccessful login tries, User ID gets frozen. Sys Admin (only) can unfreeze such frozen User IDs. [Note: To reset Sys Admin password, or to unfreeze Sys Admin ID, you still need to contact CrimsonLogic.]	X	X

Important Recommendations:

- 1) Always keep your ID and password confidential and secured.
- 2) Do not disclose Mailbox ID/Password and User ID/password to unauthorized users.
- 3) Do not practice the shared use of a User ID by more than one person. All EFS users should be assigned one User ID each.

The updated User Guides for EFS System Administrator may be downloaded at <http://info.efs.com.sg> (click on **Documentation** link)