

eNotify Document Portal NYS Unified Court System

USER GUIDE FOR EMAIL RECIPIENTS

eNotify User Guide- Revised 1/2022

Contents

What is eNotify?	2
Sign in to eNotify.....	3
Sign in With NY Courts	4
Sign in With Microsoft Account	6
Inbox	7
Opening a Secure Email from the Inbox	8

eNotify User Guide- Revised 1/2022

What is eNotify?

- Portal for litigants and agency partners to securely receive and view court documents.
- Inbox for documents received as a secure email that can be viewed and downloaded.
- Indicates the sender's name, time & date of sending, and any attachment details.
- Ability to search sent and received mail by keywords.

eNotify User Guide- Revised 1/2022

Sign in to eNotify

Click on the following link to access the eNotify sign in page:

<https://enotify.nycourts.gov/>


The eNotify system allows for two different sign-in paths. Users can choose to either sign in with NY Courts, or sign in with Microsoft.

eNotify → Log In

Sign in with NY Courts

User

Password

 [Sign in with NY Courts](#)

[Forgot Username](#) - [Forgot Password](#)

If you have an existing NY Courts account (NYSCEF, eTrack, etc.), please sign in using the form above. Once signed in, you will be able to view secure messages that were sent to the primary e-mail address associated with your NY Courts account.


Need to verify or change the e-mail address on your NY Courts account? Log into the NY Courts Self Service application, and under Manage Account, choose EMail Address.

Don't have a NY Courts account?

[Create NY Courts Account](#)

OR

Sign in with Microsoft

 [Sign in with Microsoft](#)

If you have an existing personal or work account with Microsoft, click the button above to sign in.

Once signed in, you will be able to view secure messages that were sent to the primary e-mail address associated with your Microsoft account.

If you previously created a Microsoft account to view encrypted e-mails from the old eNotify system that used Outlook Message Protection, you can sign in with that account by clicking the button above.

eNotify User Guide- Revised 1/2022

Sign in With NY Courts

- Allows users to sign in and view their eNotify portal using their existing NY Courts account information, or to create a new NY Courts Account to sign in with.

If the user chooses to sign in with NY Courts and create a new NY Courts account, they will be prompted with the below screen to create the account:

The screenshot shows the 'Create a New York Courts Account' page. At the top, there is a header with the New York State Unified Court System logo and the text 'New York State Unified Court System' and 'UCS Security - Self Service for Your Account'. On the left side, there are two navigation menus: 'Options' with links for 'Home' and 'Forgot Password?', and 'Help' with links for 'System Requirements', 'FAQ', and 'Contact Us'. The main content area is titled 'Create a New York Courts Account' and contains the following text: 'This page will help you create a new user account for the eNotify application. You may also be able to enable this account for use with other New York Courts applications in the future.' Below this, it says 'To create your account, please enter the following:'. The form is divided into two sections: 'Login Credentials' and 'Name & Contact'. The 'Login Credentials' section includes fields for 'Username:', 'New Password:', and 'Re-enter New Password:'. The 'Name & Contact' section includes fields for 'Prefix: (Optional)', 'First Name:', 'Middle Name: (Optional)', 'Last Name:', 'Suffix: (Optional)', and 'Email address:'. At the bottom of the form is a 'Create Account' button.

eNotify User Guide- Revised 1/2022

Once signed in, the user will only be able to view messages that have been sent to their primary email address linked to their NY Courts account.

If the user would like to change the primary email address associated with their NY Courts account, press the **Self-Service Application** link on the login page:

If you have an existing NY Courts account (NYSCEF, eTrack, etc.), please sign in using the form above. Once signed in, you will be able to view secure messages that were sent to the primary e-mail address associated with your NY Courts account.

Need to verify or change the e-mail address on your NY Courts account? Log into the NY Courts **Self Service application** and under Manage Account, choose EMail Address.

Don't have a NY Courts account?

[Create NY Courts Account](#)

Within the application, press the **Email Address** tab to edit and save the new primary email address.

New York State Unified Court System

UCS Security - Self Service for Your Account

Manage Account

- My Applications Home
- Password
- Challenge Question
- Link ActiveDirectory
- Two-Step Verification
- > Email Address**
- Phone Numbers
- Authentication

Help

- System Requirements
- FAQ
- Contact Us

Manage Account: Set Email Addresses

EMAIL ADDRESS INFORMATION

The following email addresses are currently on file for your account. You may update any of the addresses below as needed.

UCS Common

This address is used for password reset & account maintenance.

UCS Account Email Address:

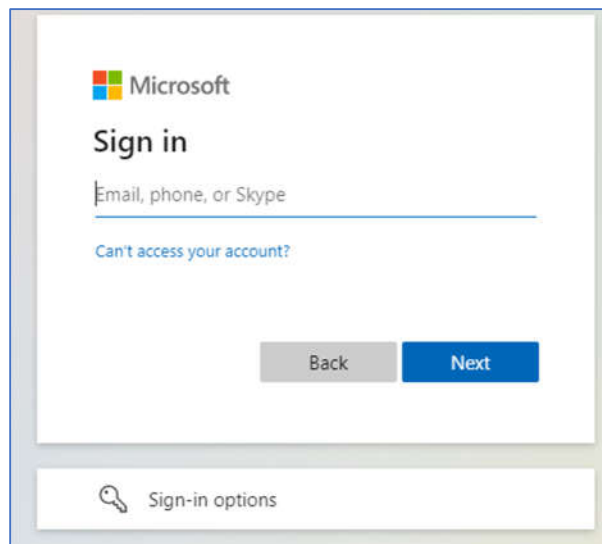
PrimaryEmail@nycourts.gov

Save

eNotify User Guide- Revised 1/2022

Sign in With Microsoft Account

If the user chooses to sign in with Microsoft, they will be prompted with Microsoft's sign in screen:



eNotify User Guide- Revised 1/2022

Inbox

The eNotify Inbox will be the destination for a user's received secure emails. The inbox is defaulted to show the last 10 entries on a single page but can be adjusted to show up to the last 100 entries (Circled **Green in the screenshot below**).

The list of secure emails within the Inbox are sorted by the time of delivery. Emails that are new and unread will be **bolded**, and the number of unread emails will be indicated by a **badge**, or amount counter (Circled **Blue in the screenshot below**).

The search bar in the Inbox can be used to search the user's inbox for a file #, court name, party name, or any other relevant search criteria (Circled **Red in the screenshot below**).

Screenshot (Inbox)

Attach	Received	From	Subject
	Today, 10:07 AM	NYS Courts	@Secure: File 39511: Lescarbeau (Rensselaer County Family Court)

Showing messages 1 to 1

Previous **1** Next

eNotify User Guide- Revised 1/2022

Opening a Secure Email from the Inbox

Once the user clicks a secure email they receive, they will be prompted with the email's summary screen, which displays the following information:

- Sender information
- Recipient information
- Time email was sent
- Subject of email
- Email's message
- Email's attachment(s) / document(s)

Documents can be viewed and downloaded from this screen. The email's summary will also display the expiration date/time for the attachment. (if there is one associated).

eNotify  Inbox

From: NYS Courts
To: testemail@nycourts.gov
Sent: Yesterday, August 3, 2021 3:05:57 PM
Subject: Test Attached Document

Please see attached.

Attachments:

 [testing-OPsubmission-term-changes.pdf](#) (312.3 KB; available until 9/2/2021 3:05 PM)