To view staff workpapers:

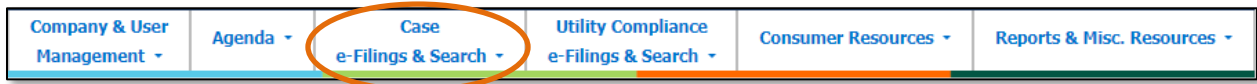> NOTE: Users must have a 'Professional Account', linked to the company, and be a certified party to the case.

1) Navigate to EFIS.
2) Click the **Log In** link located in the *Header Links* in the upper, right-hand corner.

3) In the **Email Address** field, input the user's email address registered with their user account.
4) In the **Password** field, input the user's password.
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6) Select the 'Case e-Filings & Search' tab.

7) Select the 'Existing Case e-Filing & Search' link.

8) In the **Case No.** field, input and select the applicable case number.
9) Select the **Search** button; or click the **Clear** button to clear all fields and start over.

10) Click on the **Workpapers** button located at the top of the *Docket Sheet* page.

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