

Attorney Proxy Assignment

Adding a Proxy (Not previously registered in CompHub)

CompHub offers a Self Service to manage Attorney Proxies, you can find this utility under Start New Action>Administrative>Attorney Proxy Assignment.

1 CompHub displays a list of the current Proxies, click Assign User to add a new one.

Attorney Proxy Assignment - Submit

Current Proxies

No records

New Assignment

Assign User...

2 Check the New User Checkbox. CompHub will display the full form to identify the new user. Once the new user's information is added they will receive a notification from CompHub.

Assign User...

New User: User:

Reset

Assign User...

New User: User:

Identity

First Name: Middle Name: Last Name: Suffix:

Date of Birth: Gender: Marital Status: SSN:

Contact Information

Email: Phone: Ext.:

Address

Address Type: Country:

Line 1: State:

Line 2: County:

Line 3: Postal Code:

City:

Reset

Click 'Reset' to start the form over.

Adding an Attorney Proxy

Adding a Proxy (Existing CompHub User)

CompHub offers a Self Service to manage Attorney Proxies, you can find this utility under Start New Action>Administrative>Attorney Proxy Assignment.

Any Current Proxies will appear in the respective table. Proxies can be added or revoked from this table at any time.

Attorney Proxy Assignment > Submit

Current Proxies

No records

New Assignment

Assign User...

1 Click Assign User to add a new Proxy.

Assign User...

New User: User:

Reset

2 Check the new user checkbox and click the Magnifying glass icon next to "user"

3 Search for a proxy using the fields provided, once the system has returned results click the proper row.

Search Criteria

Last Name:

First Name:

Primary Email Address:

Please select an item

Last Name	First Name	Email
Forrester	James	jforrester@wcc.invalid
Jones	Darlene	djones@wcc.invalid
Davis	Catherine	Ryenumula@wcc.state.md.us
Brown	Todd	todd.brown@wcc.invalid
Zombie	Rob	rob.zombie@wcc.invalid
Jalagam	Dhanvantari	djalagam@wcc.state.md.us

Search Cancel

4 CompHub displays the new user details, confirm accuracy and click Submit in the bottom right hand corner of the page.

New Assignment

First Name: James Middle Name: Last Name: Forrester

Email: jforrester@wcc.invalid Address: 01 GENERAL DELIVERY BALTIMORE MD 21203-0000

Phone:

Assign User...

Attorney Proxy Assignment

Revoking a Proxy

Revoking a proxy is a quick task to complete, simply check the revoke checkbox for the user you would like to remove as proxy and submit the form.

1 Check the Revoke checkbox to remove the Proxy listed in the row.

Attorney Proxy Assignment › Submit

▼ Current Proxies

Name	Email	Phone	Revoke
DWIGHT SCHRUTE	dwight.schrute@comphub.invalid		<input checked="" type="checkbox"/>
MOXY PROXY	moxy.proxy@wcc.invalid		<input type="checkbox"/>

New Assignment

[Assign User...](#)

2 Click Submit in the bottom right hand corner of the form as with other processes

Submit