

## System Conventions – Timing Out

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### Timing Out

If you are logged in to the ECF system, after 30 minutes of inactivity, the following will occur:

Stage	Description
1	The system will automatically time out.
2	When you start to type again, the system will take you back to the login screen.
3	When you login again, the system will give you an error message that reads as follows: <i>Warning: the account you entered is already logged in.</i>
4	The message will give you an option of clicking one of the two following choices: <ul style="list-style-type: none"><li>• The <i>Continue login</i> button, which will allow you to continue filing in the same session. OR</li><li>• The <i>Cancel</i> button, which will cancel the session and return you once more to the login screen. If you select the <i>Cancel</i> option before having committed your transaction, your transaction will be aborted.</li></ul>

**Note:** Only one person at a time may use the same account. If a second person attempts to login using someone else's account while that person is working in ECF, the first person will be automatically kicked out of the system

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