Pennsylvania's Unified Judicial System Web Portal

How to Apply an Access Code to Your UJS Web Portal Account



1. Click the Login link

If you are already logged onto the Portal, skip to Step 3.



Account Login	
Enter your User Name and Password as provided by AOPC.	Password is case sensitive.
* User Name: ebkane87	
* Password:	
Login	
Forgot my username	
Forgot my password	
Create a new user account	

2. Enter your login credentials In the Account Login screen, enter your

username and password and click the LOGIN button.

For security reasons, if you previously had access to the GTS under a different access code, the GTS will be unavailable until you successfully enter your new code.

3. Open your account settings Hover your mouse pointer over the User Options Menu icon and click on 'Manage My Account.'

	You are logged on as: ebkane87
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1



 Access your role information
In the Manage Account screen, click the Add
New Record icon above the Roles grid.

	ebkane87		
* First Name:	Elizabeth		
Middle Name:			
* Last Name:	Kane		
Name Suffix:		~	
* Address Location:	United States	v	
* Address Line 1:	105 W. Main St.		
Address Line 2:			
* City:	Mechanicsburg		
* State:	Pennsylvania	~	
* Zip Code:	17055		
* Phone Number:	(717) 555-1534		
Phone Number Extension:			
* Email Address:	ebkane87@gmail.com		
* Confirm Address:	ebkane87@gmail.com		
Alternate Email Address:	ebkane87@gmail.com		
Password is Expired:			
	Submit		
Roles		0	
Role Name Reference Number	Status Date Added		
No resu	Its found		
			5. Enter your
			guardianship
			role In the Request Pole
		×	nonun click on the
quest Role			Role dropdown and
	Caso Participant		select 'Guardianship
* Role: Guardianship			
* Role: Guardianship (• User Access Code: 67534312			Case Participant'.
* Role: Guardianship (• User Access Code: 67534312			Case Participant'.
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WEB PORTAL

Case Information

Home

Guardianship

PACF

6. Enter your access code Enter the new access code provided in the letter from the Orphans' Court.

The Guardianship link, which opens the GTS, may not appear immediately after clicking SUBMIT in the previous step. Click the Home link in the menu bar to display the Guardianship link.