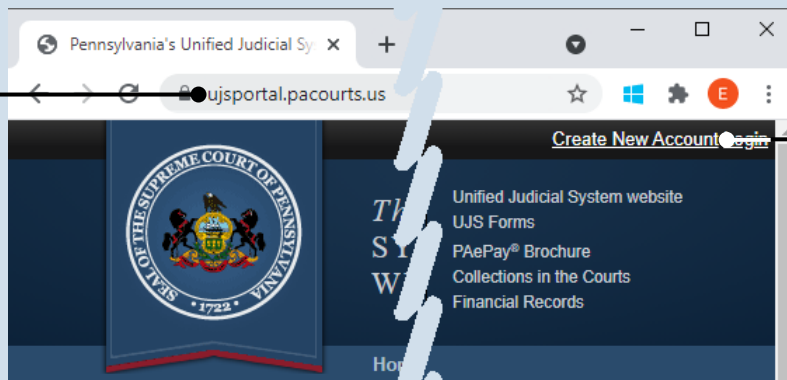




How to Create Your UJS Web Portal Account

1. Access the UJS Web Portal

In the address bar of your internet browser, enter <https://ujsportal.pacourts.us> and press the [ENTER] key.



2. Start the account registration process

On the UJS Web Portal homepage, click the *Create New Account* link in the upper-right corner of the screen.

Tip Any individuals who already have a UJS Web Portal account for the use of Attorney Registration or PACFile can use the same account for GTS.

3. Create a username

On the Register New Account screen, enter a username of your choosing. It must be at least three characters long.

Tip Usernames cannot be duplicated. You will be notified after Step 5 if you chose one that's already in use.

Tip The **E-Mail Address** field should contain your personal or work e-mail address for the receipt of GTS notices. The **Alternate E-Mail Address** field is only used in the username or password recovery process, which asks you to provide your primary or alternate e-mail address.

Register New Account

* Requesting User Name:

* First Name:

Middle Name:

* Last Name:

Name Suffix:

* Address Location:

* Address Line 1:

Address Line 2:

* City:

* State:

* Zip Code:

* Phone Number:

Phone Number Ext.:

* Email Address:

* Confirm Email Address:

Alternate Email Address:

4. Enter your personal information

You must complete all fields that feature an asterisk or star (*).

Tip Any address you enter here will appear as your default billing address if you are required to complete the GTS payment process. You will be able to update this default information, however, at the time of payment.

5. Click SUBMIT

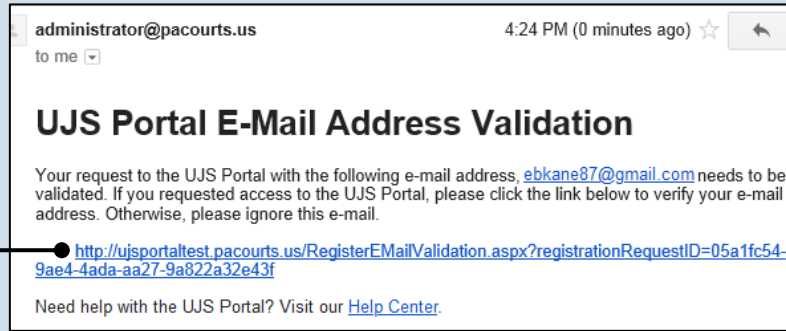
How to Create Your UJS Web Portal Account



6. Confirm your e-mail address

An e-mail from **administrator@pacourts.us** will be sent to the address you provided. You need to access your e-mail account and click on the link the e-mail contains.

Tip You should receive this e-mail within 15 minutes. Check your Junk or Spam folders if it does not appear within that time.



7. Create your password

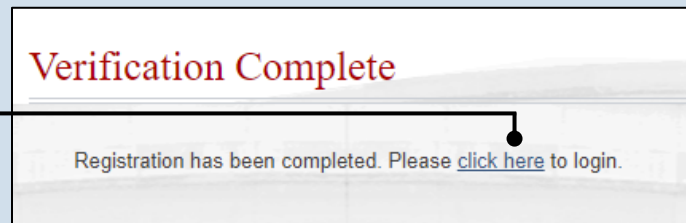
On the Complete your Registration screen, enter a password and then confirm it by entering it again.

Click the SUBMIT button.

Tip You can choose your new password, but it must meet the requirements specified onscreen.


8. Open the Login page

In the Verification Complete screen, click the *click here* link.



10. Open the Request Role screen

In the Manage Account screen, click on the Add New Record icon above the Roles grid.

Tip If this screen does not appear after completing Step 9, hover over the User Options Menu icon  in the upper-right of the page and click 'Manage My Account'.

9. Login with your new account

In the Account Login screen, enter the username and password you just created and click the LOGIN button.

Role Name	Reference Num	Date Added

How to Create Your UJS Web Portal Account



11. Enter your guardian or interested party role

In the Request Role screen, click on the **Role** dropdown and select 'Guardianship Case Participant.'

Tip If you have not received your user access code letter from the court, your role cannot be added until it is obtained.

Request Role

* Role: Guardianship Case Participant

* User Access Code: cc7D48T

Submit

12. Enter your access code

Enter the access code provided in the letter from the County Orphans' Court.

Tip If you receive a new access code and have not requested one, contact the county that sent the new code immediately. You may not be able to access all your cases until the error is corrected.

13. Click SUBMIT

Steps 14-17 are optional and only apply to individuals working for guardianship organizations.

If this does not apply to you, **congratulations**, you've completed this process.

Organization Name	Has	Date Added

14. (Optional) Add your professional organization

In the Manage Account screen, click the Add New Record icon above the Organizations grid.

15. Search for your organization

In the Request Organization popup screen, use the **Name**, **State**, and **City** fields to identify the organization you work for.

Request Organization

* Name: guardian care

* State: Pennsylvania

* City: Mechanicsburg

Search

Organization Name	Organization City
<input checked="" type="checkbox"/>	Guardian Care Mechanicsburg

Submit

16. Click SEARCH

Tip If the organization is not found, repeat Step 15 using different information for the search.

17. Select the organization

Select the checkbox appearing to the left of your organization.

18. Click SUBMIT

Congratulations! You've completed this process.