

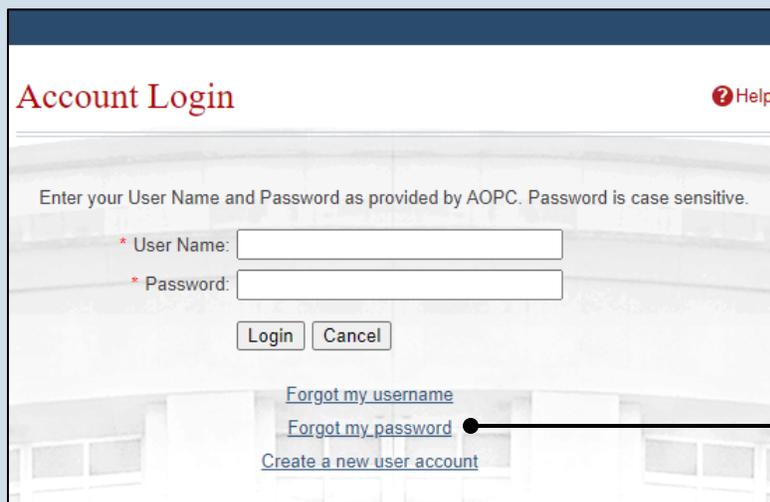
How to Reset Your UJS Web Portal Password (Attorneys only)



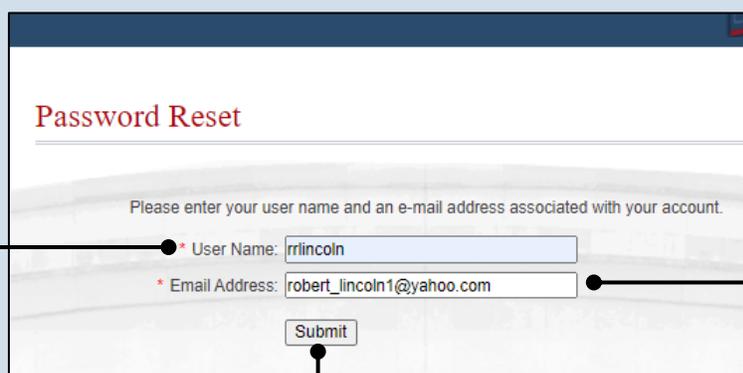
1. Click the *Login* link



2. Click the *Forgot my password* link



3. Enter the username for your UJS Web Portal account



4. Enter your e-mail address

This must be the e-mail address that is associated to your UJS Web Portal account.

5. Click **SUBMIT**

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6. Choose an e-mail address

In the **Select an Email** dropdown, you will see a list of up to four e-mail addresses. Choose the one that you would like to use during the reset process.

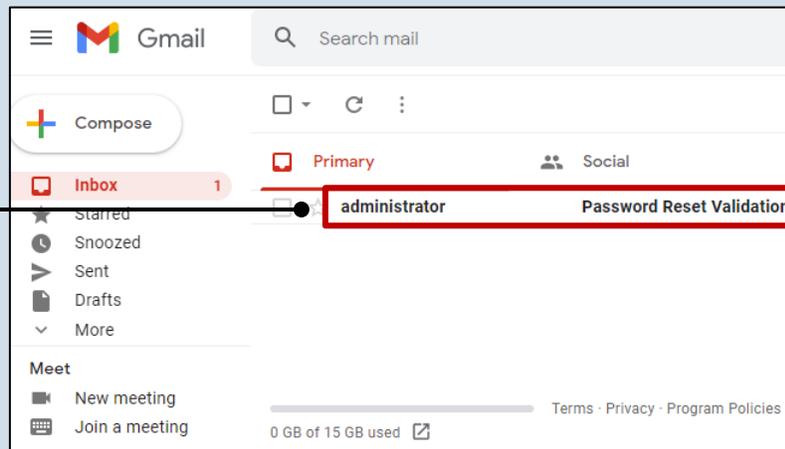
Tip This field will display, if applicable, your primary and secondary e-mail associated to your UJS Web Portal account and your primary and secondary e-mail on file with the Pennsylvania Disciplinary Board.

7. Click SUBMIT

8. Open the validation e-mail

An e-mail from administrator@pacourts.us will be sent to the address selected. You will need to access your e-mail account to open this e-mail.

Tip If you do not see this e-mail in your inbox, be sure to check your junk and/or spam folders. While the e-mail usually arrives immediately, it could take up to 15 minutes to appear.

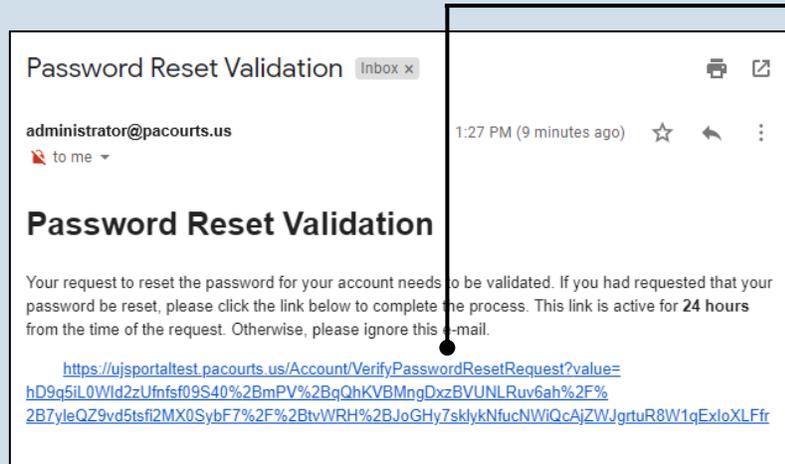


9. Confirm your e-mail address

Click on the link within the e-mail to validate your request for a password reset.

Tip This action will display the UJS Web Portal.

Tip This link is active for 24 hours. After this time the link becomes invalid and will require you to restart this process.



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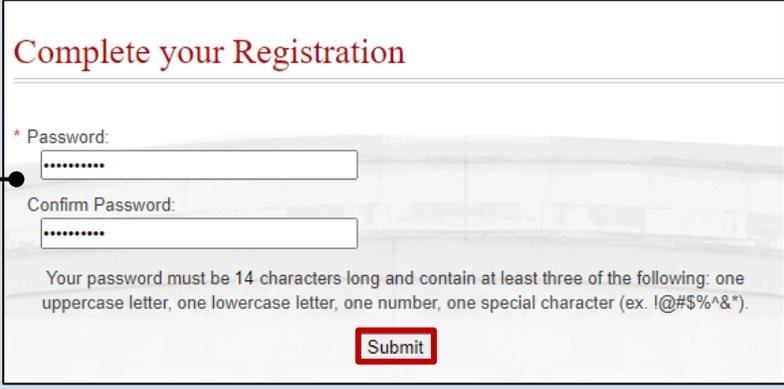


10. Create your password

On the Password Reset screen, enter a new 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.

A screenshot of a web form titled "Complete your Registration". The form has two input fields: "Password:" and "Confirm Password:", both containing masked characters (dots). Below the fields is a text requirement: "Your password must be 14 characters long and contain at least three of the following: one uppercase letter, one lowercase letter, one number, one special character (ex. !@#\$%^&*)." At the bottom right of the form is a red-bordered "Submit" button. A black line with a dot points from the "10. Create your password" section to the "Password:" field.

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