



# Create a UJS Web Portal Account

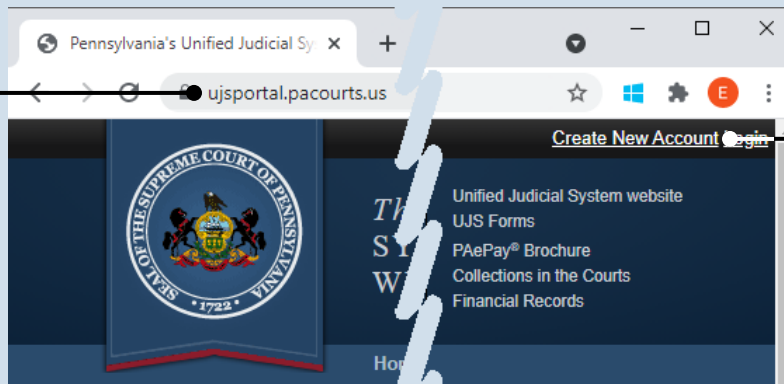
## ➤ The Purpose of a UJS Web Portal Account

Some features on the UJS Web Portal are classified as “secure” and have limited availability. A prerequisite for accessing any secure feature is the creation of a personalized UJS Web Portal account. The creation of an account does not usually grant access to a secure feature automatically; it is often just one part of the process. UJS Web Portal accounts are most often utilized by attorneys, court staff, guardians of adult-incapacitated persons, and pro se case participants.

Note: A UJS Web Portal account is not needed in order to use PAePay® or PAePay® Bail.

### 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.

### 3. Choose a User Name

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

**Tip** User names cannot be duplicated and a message will display after Step 5 if the one you choose is already in use.

**Tip** Any address you enter here may appear as your default billing address if you attempt to complete a payment on the Web Portal. You will be able to update this default information, however, at the time of payment.

**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 with an asterisk or star (\*).

**Tip** The **Email Address** field should contain your personal or work e-mail address for the receipt of Portal-related 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.

### 5. Click SUBMIT

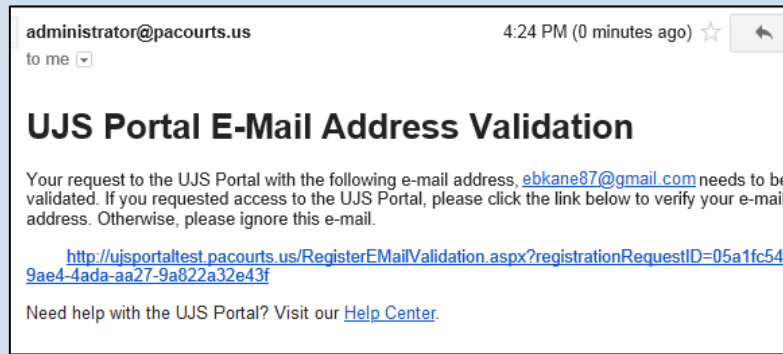
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## 6. Confirm your e-mail address

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

Your account has been created successfully.

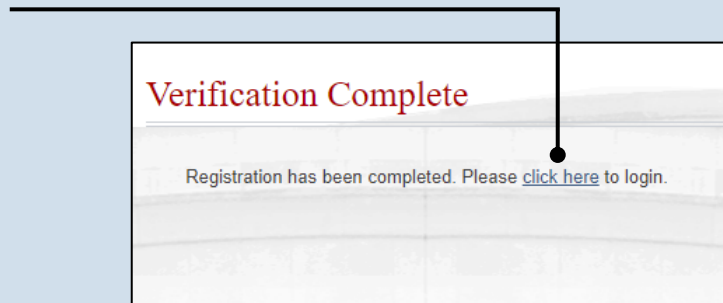
In the Verification Complete screen, click the *click here* link.

## 10. Need to add a role?

If you are an attorney, police officer, or a guardian of an adult-incapacitated person, continue to Step 11.

For everyone else, you do not need to add a role. **Congratulations!** This process is complete.

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



## 9. Log in with your new account

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

**Tip** This step confirms that you can log into the Web Portal successfully.

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## 11. Open the Request Role screen

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

Role Name	Reference Num	Date Added

**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'.

Request Role

\* Role:

- Attorney
- Police Officer
- Guardianship Case Participant

**12. Choose a role**  
In the Request Role popup, click on the **Role** dropdown and select your role.

If you selected 'Attorney', continue to Step 13.

If you selected 'Guardian Case Participant', proceed to Step 14.

If you selected 'Police Officer', proceed to Step 15.

## 13. Enter your Personal ID Numbers

Enter your state bar number and the last four digits of your social security number in the fields provided. Proceed to Step 16.

Request Role

\* Role:

\* PA Bar Number:

\* Last 4 of SSN:

**Tip** This information is necessary to verify your identity.

Request Role

\* Role:

\* User Access Code:

## 14. Enter your Access Code

Click in the **User Access Code** field and enter the unique alphanumeric number that you received from the court. Proceed to Step 16.

**Tip** This code was provided in a letter sent by the court via the regular mail.

## 15. Enter your Personal ID Numbers

Enter your certification agency, ORI, and officer number in the fields provided.

Request Role

\* Role:

\* Certification Agency:

\* ORI:

\* Officer Number:

**Tip** This information is necessary to verify your identity.

**Tip** For most police officers, your officer number is your PSP or MPOETC assigned ID.

## 16. Click SUBMIT

**Tip** For guardians, the Guardianship link, which opens the GTS, may not appear immediately after clicking SUBMIT. Click the Home link in the menu bar to display the Guardianship link.

END