

Verify/Update your Attorney Role (Attorneys Only*)



➤ UJS Web Portal Account Roles

* All attorneys with a UJS Web Portal account must have a role, or special designation, of 'Attorney' in order to use PACFile. Some attorneys who have been using a Web Portal account for other secure services may not have properly set this designation when they created their account. This process is designed to help attorneys determine if they have a role of 'Attorney' and, if not, assign it.

1. Access your account information

Click on the Gear icon appearing next to your username and select the 'Manage My Account' option.



Manage Account

* User Name: rrlincoln

* First Name: Robert

Middle Name: R

* Last Name: Lincoln

Name Suffix:

* Address Location: United States

* Address Line 1: 1050 West Lafayette

Address Line 2:

* City: Mechanicsburg

* State: Pennsylvania

* Zip Code: 17055

* Phone Number: (717) 555-1574

Phone Number Extension:

* Email Address: robert_lincoln1@yahoo.com

* Confirm Address: robert_lincoln1@yahoo.com

Alternate Email Address:

Password is Expired:

Submit

Role Name	Reference Number	Status	Date Added
Attorney	99965	Approved	

2. Verify your attorney role

In the Manage Account screen, review the Roles grid.

If your role is 'Attorney', it is setup correctly and you can use PACFile normally. This process is complete.

If you have no role, continue to the next step.

3. Open the Request Role screen

Click on the Plus Sign icon above the Roles grid.

Verify/Update your Attorney Role



4. Choose a role

In the Request Role screen, click on the Role dropdown and select 'Attorney'.

The screenshot shows a 'Request Role' dialog box with the following fields and annotations:

- Role:** A dropdown menu with 'Attorney' selected. An arrow points to this field from step 4.
- PA Bar Number:** A text input field containing '099965'. An arrow points to this field from step 5.
- Last 4 of SSN:** A text input field containing '0187'. An arrow points to this field from step 6.
- Submit:** A button at the bottom of the form. An arrow points to this button from step 7.

5. Enter your Pennsylvania bar number

6. Enter the last four digits of your social security number

7. Click SUBMIT

Tip Steps 5 and 6 are used to confirm your identity. This validation is essential in order for you to access cases on which you are participating.

Tip This action will send your information to the Pennsylvania Disciplinary Board. Once the DBoard verifies your identity, which should occur almost immediately, you will be able to use PACFile normally. You will receive an e-mail that confirms that the 'Attorney' role was added successfully to your account.

END