

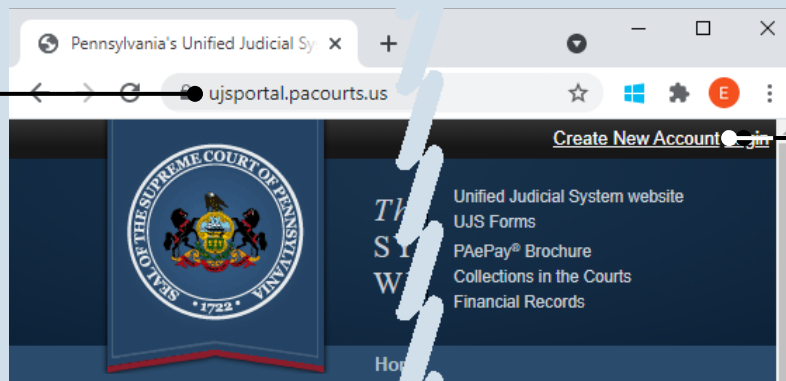
How to Create Your Own UJS Web Portal Account

PACFile®

1. Access the UJS Web Portal

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

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



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 chose is already in use.

Tip The **Email Address** field should contain your personal or work e-mail address for the receipt of PACFile notices. The **Alternate Email Address** field can be used for any other e-mail address, yours or someone else's, where you would like to have your PACFile-related e-mails forwarded.

4. Enter your personal information

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

Tip Any address you enter here will appear as your default billing address when you complete the PACFile payment process. This address is also used for any PACFile-created proofs of service that list your mailing address.

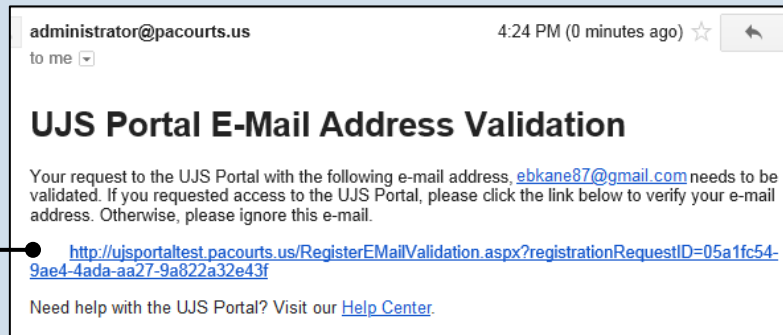
Tip When making a payment, you will be able to substitute a different address during checkout.

5. Click SUBMIT

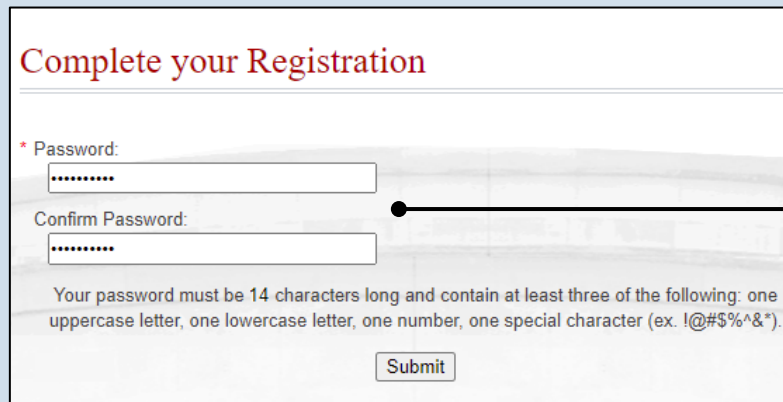
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6. Confirm your e-mail address

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.

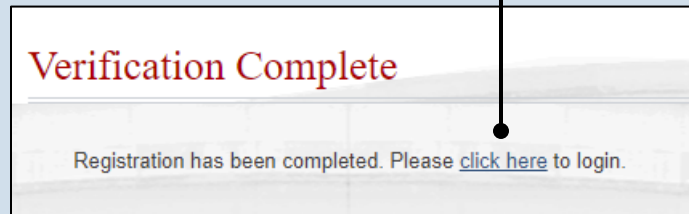
Click the SUBMIT button.

Tip Your password 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.



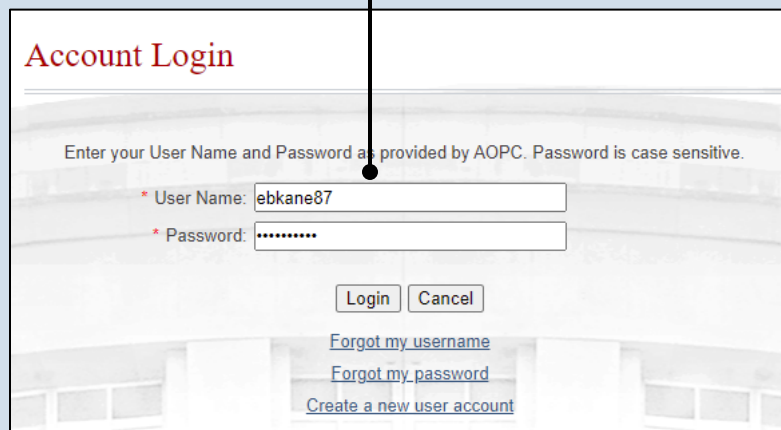
9. Log in with your new account

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

10. Need to add a role?

If you are an attorney or police officer, continue to Step 11.

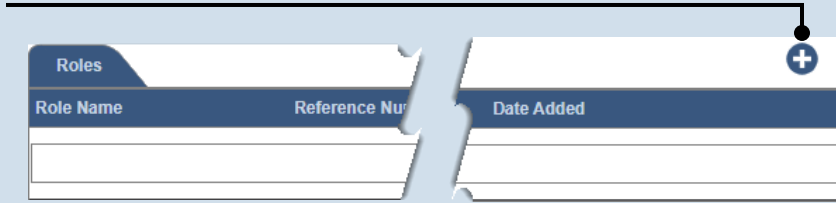
For everyone else, you do not need to add a role. **Congratulations!** This process is complete.



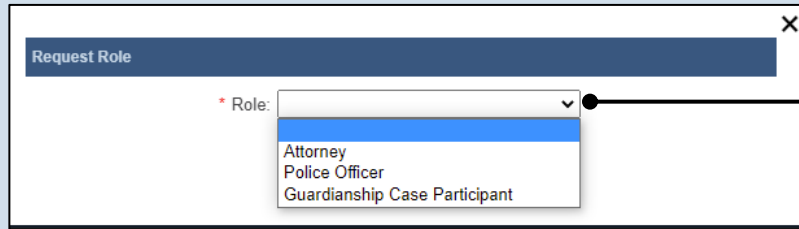
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11. Open the Request Role screen

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



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'.



12. Choose a role

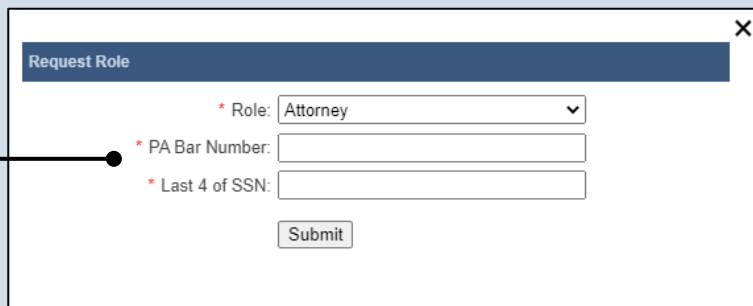
In the Request Role popup, click on the **Role** dropdown and select your role.

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

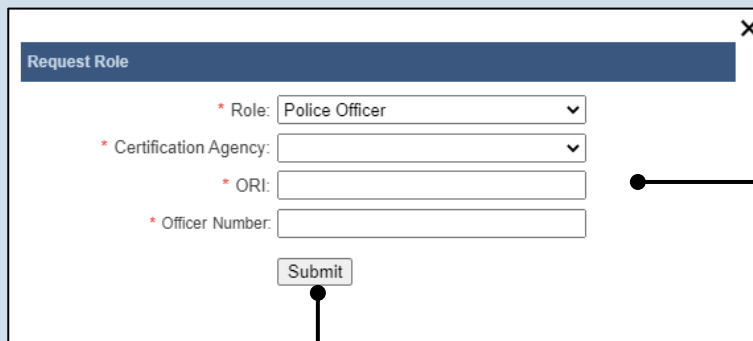
If you selected 'Police Officer', proceed to Step 14.

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 15.



Tip This information is necessary to verify your identity and to grant you, or anyone you identify as a proxy, the ability to file on the cases on which you are participating.



14. Enter your Personal ID Numbers

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

Tip This information is necessary to verify your identity so you can file on the cases on which you are participating.

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

15. Click SUBMIT