

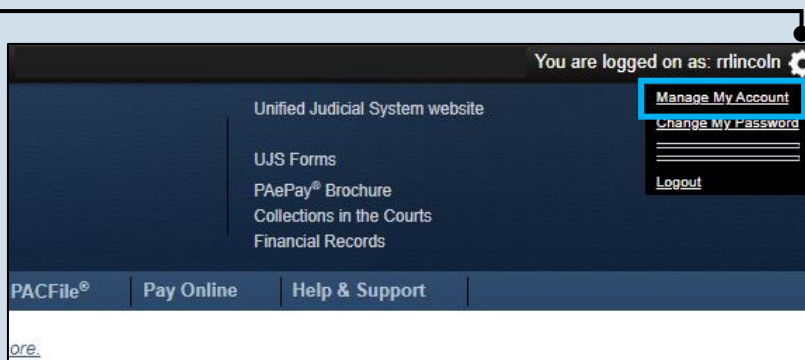
Verify/Update your Attorney Role (Attorneys only*)

➤ Using this Guide

*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

Hover over the User Options Menu icon, appearing next to your username, and select the 'Manage My Account' option.



2. Verify your Attorney Role

In the Manage Account screen, review the Roles grid.

If you have an 'Attorney' role, you can use PACFile normally. This process is complete.

If you don't have a role, proceed to the next step.

A screenshot of the "Manage Account" form. The form contains the following fields:

- * User Name: rrlincoln
- * First Name: Robert
- Middle Name: R
- * Last Name: Lincoln
- Name Suffix: 2nd (dropdown)
- * Address Location: United States (dropdown)
- * Address Line 1: 1050 West Lafayette
- Address Line 2: (empty)
- * City: Mechanicsburg
- * State: Pennsylvania (dropdown)
- * Zip Code: 17055
- * Phone Number: (717) 555-1574
- Phone Number Extension: (empty)
- * Email Address: robert_lincoln1@yahoo.com
- Confirm Address: robert_lincoln1@yahoo.com
- Alternate Email Address: (empty)
- Password is Expired:

A "Submit" button is at the bottom right. Below the form is a "Roles" table with columns: Role Name, Reference Number, Status, and an Add icon (+). The table currently shows "No results found".

3. Click the Add New Record icon

Verify/Update your Attorney Role

4. Select your role

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

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

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.

Request Role

* Role: Attorney

* PA Bar Number: 900036

* Last 4 of SSN: 1234

Submit

5. Enter your Pennsylvania Bar Number

7. Click SUBMIT

If a popup appears indicating that your request has been submitted, click the OK button.

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.