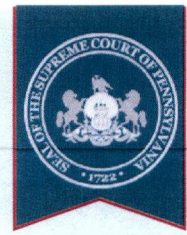# Create a UJS Web Portal Account
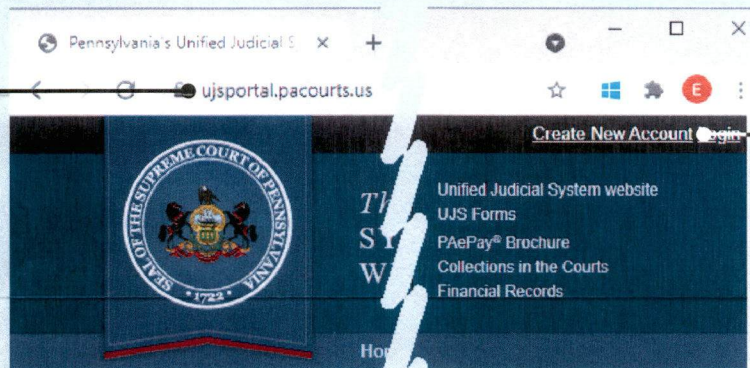
➤ The Purpose of a UJS Web Portal Account

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 <u>is not needed</u> 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.

Pennsylvania's Unified Judicial S

ujsportal.pacourts.us

Create New Account Login

Unified Judicial System website
UJS Forms
PAePay® Brochure
Collections in the Courts
Financial Records

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:	ebkane87
* First Name:	Elizabeth
Middle Name:	
* Last Name:	Kane
Name Suffix:	
* Address Location:	United States
* Address Line 1:	105 W. Main St.
Address Line 2:	
* City:	Mechanicsburg
* State:	Pennsylvania
* Zip Code:	17055
* Phone Number:	(717) 555-1534
Phone Number Ext.:	
* Email Address:	ebkane87@gmail.com
* Confirm Email Address:	ebkane87@gmail.com
Alternate Email Address:	

Submit

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.
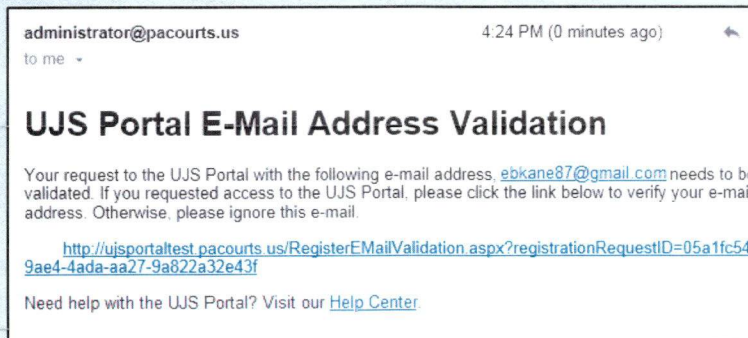
5. Click SUBMIT

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.

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.

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administrator@pacourts.us   4:24 PM (0 minutes ago)
to me

UJS Portal E-Mail Address Validation

Your request to the UJS Portal with the following e-mail address, ebkane87@gmail.com needs to be validated. If you requested access to the UJS Portal, please click the link below to verify your e-mail address. Otherwise, please ignore this e-mail.

http://ujsportaltest.pacourts.us/RegisterEMailValidation.aspx?registrationRequestID=05a1fc54-9ae4-4ada-aa27-9a822a32e43f

Need help with the UJS Portal? Visit our Help Center.

Complete your Registration

* Password:
[•••••••••]

Confirm Password:
[•••••••••]

Your password must be 10 characters long and contain at least three of the following: one uppercase letter, one lowercase letter, one number, one special character (ex. !@#$%^&").

[Submit]

Verification Complete

Registration has been completed. Please click here to login.

Account Login

Enter your User Name and Password as provided by AOPC. Password is case sensitive.

* User Name: ebkane87
* Password: [•••••••••]

[Login] [Cancel]

Forgot my username

Forgot my password

Create a new user account

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7. Create your password

On the Complete your Registration screen, enter a password and then confirm it by entering it again.
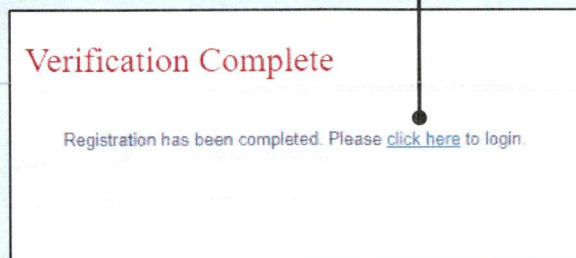
Click the SUBMIT button.

Tip You can choose your new password, but it must meet the requirements specified onscreen.

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.

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'.

Roles			➕
Role Name	Reference Num	Date Added	

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.

Request Role ✕

* Role: [▼]

Attorney
Police Officer
Guardianship Case Participant

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.

Tip This information is necessary to verify your identity.

Request Role ✕

* Role: [Attorney   ▼]
* PA Bar Number: [   ]
* Last 4 of SSN: [   ]

[Submit]

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.

Request Role ✕

* Role: [Guardianship Case Participant ▼]
* User Access Code: [   ]

[Submit]

15. 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.

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

Request Role ✕

* Role: [Police Officer   ▼]
* Certification Agency: [▼]
* ORI: [   ]
* Officer Number: [   ]

[Submit]

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