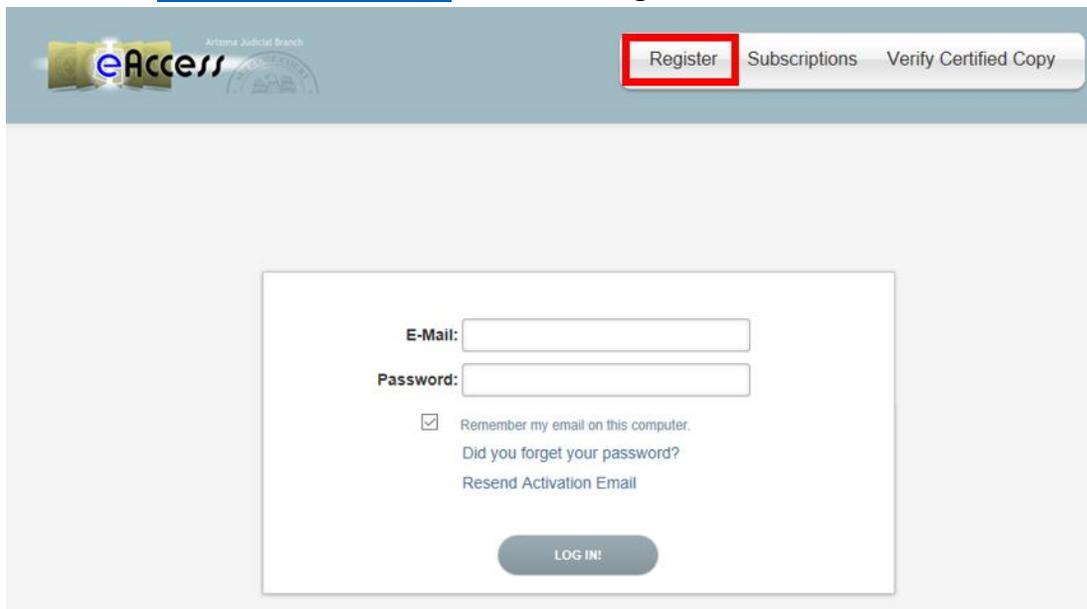


How to Register for an Approved Government Agency Account

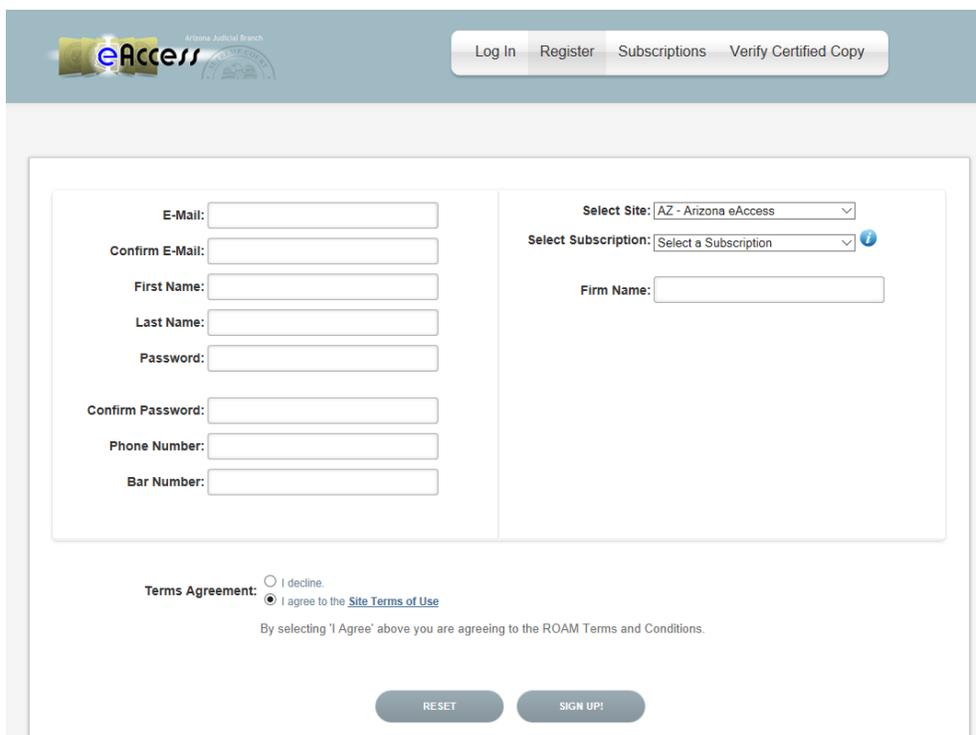
1. Access: www.azcourtdocs.gov and select Register



The screenshot shows the top navigation bar of the Arizona eAccess website. The "Register" button is highlighted with a red rectangular box. Other navigation options include "Subscriptions" and "Verify Certified Copy". Below the navigation bar is a registration form with the following fields and options:

- E-Mail:
- Password:
- Remember my email on this computer.
- Did you forget your password?
- Resend Activation Email
- LOG IN! button

2. Enter Registration Information



The screenshot shows the registration information form on the Arizona eAccess website. The form includes the following fields and options:

- E-Mail:
- Confirm E-Mail:
- First Name:
- Last Name:
- Password:
- Confirm Password:
- Phone Number:
- Bar Number:
- Select Site:
- Select Subscription:
- Firm Name:
- Terms Agreement: I decline. I agree to the [Site Terms of Use](#)
- By selecting 'I Agree' above you are agreeing to the ROAM Terms and Conditions.
- RESET button
- SIGN UP! button

- a. All fields are required, please be sure to identify the government agency in the firm name.
- b. Passwords must be 8-20 character. Hints for a strong password:
Add uppercase letters.
Add numbers.
Add one or more of the following characters: ~!@#%&*
- c. Select the following subscription: Government Agencies Access to Court Case Documents

Select Site:

Select Subscription:

Firm Name:

- d. User must agree to the Site Terms of Use to proceed with registration process
- e. Select SIGN UP!

3. The message below will display.

[Login Using Your Credentials](#) or [Create Your Account](#)

Your account has been created successfully

- ▷ An email containing your activation link has been sent to the email address provided. Please activate your account by clicking on the activation link.
- ▷ If you do not receive an email soon, please check your spam folder before trying again.

Note: The selected access "Government Agencies Access to Court Case Documents" requires authorization from the administrator. Activating the account using the link you recieved in the email will provide you access to the system. However to pay for the selected subscription and access the premium content your access is required to be authorized.

4. User will receive an email from DoNotReplyRMS@granicus.com

Click on the link provided in the email

Thanks for signing up.

To activate your account please verify your email address by clicking the link below:

<https://earoamdev.azcourts.gov/arizona/publicActivateUser.admin?token=2804D677B757A593A48076355A4AE8AFEF2A7D16765422081012211AD88C0AD93550E7C6A142A3E63D959A5793E80DC5&userName=2047531FC3557927F578A4E1547060CFCEDEC4A9485D76F29C87244635F40F15F93347EB8D43729>

****Please do not reply to this automated email.****

Add DoNotReplyRMS@granicus.com to your address book to ensure that you receive account changes and payment confirmation emails in your inbox.

Arizona Administrative Office of Courts

Support Center

[\(602\) 452 3519](tel:6024523519)

[1 \(800\) 720 7743](tel:18007207743)

pasupport@courts.az.gov

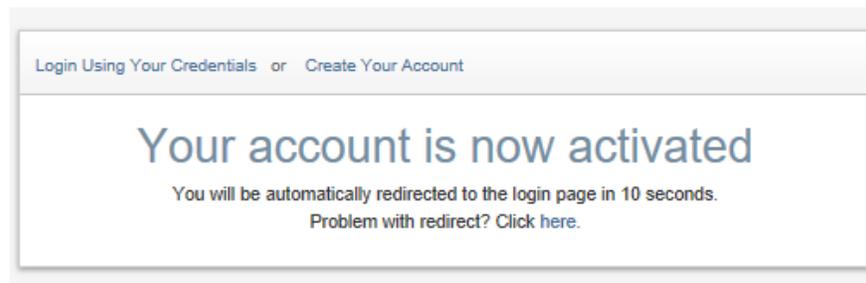
M-F 7:00am - 6:00pm

Excluding State Holidays

www.azcourtdocs.gov

5. Message below will display, however please **note:**

The Government Agencies Access to Court Case Documents subscription requires final authorization from the Arizona Administrative Office of the Courts. If you do not receive a final approval email within 48 hours, please contact the Support Center at 602-452-3519 or 1 (800) 720-7743 or via email at pasupport@courts.az.gov



6. User will receive final authorization email from DoNotReply@granicus.com

User may select the link in the email to be redirected to the log in page.

Your subscription Government Agencies Access to Court Case Documents for Arizona eAccess has been authorized. You may now login to your account and pay for the subscription and continue accessing the system.

****Please do not reply to this automated email.****

Add DoNotReplyRMS@granicus.com to your address book to ensure that you receive account changes and payment confirmation emails in your inbox.

Arizona Administrative Office of Courts

Support Center

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