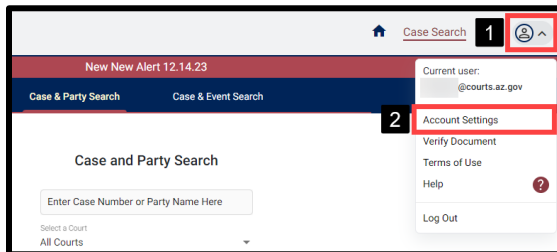


eAccess

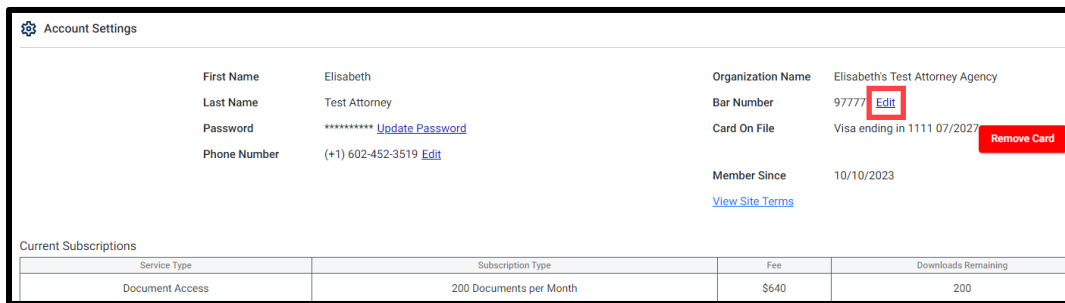
Update Arizona Bar Number

This process may be used by attorneys or legal paraprofessionals to update the **Arizona bar number** that is associated to their user account. A user that is an administrator for an organization does NOT have the capability to update the bar number for a user that is a member of the organization.

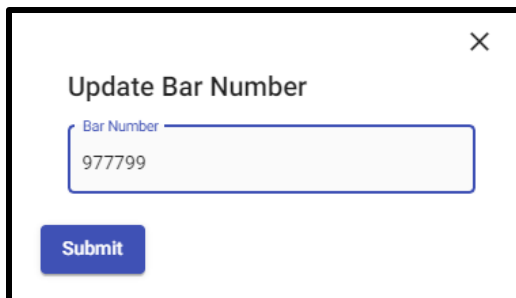
1. Log in to eAccess: <https://eaccess.azcourts.gov>
2. In the upper-right corner of the page, select the **User icon** > Select **Account Settings**



3. Select the **Edit link**, which is displayed to the right of the existing bar number
Note: if a bar number was NOT entered during (or after) registration, the statement *None Entered* will appear instead of a number



4. The **Update Bar Number pop-up window** will open, and the **Bar Number field** will be selected by default > Enter the **Arizona bar number** > Select the **Submit button**



5. The **Account Settings page** will reload, and the **bar number** will be displayed