

## eAccess

### Register an Individual User Account

This process is used to create a **NEW individual account** for a user that does NOT belong to an organization.

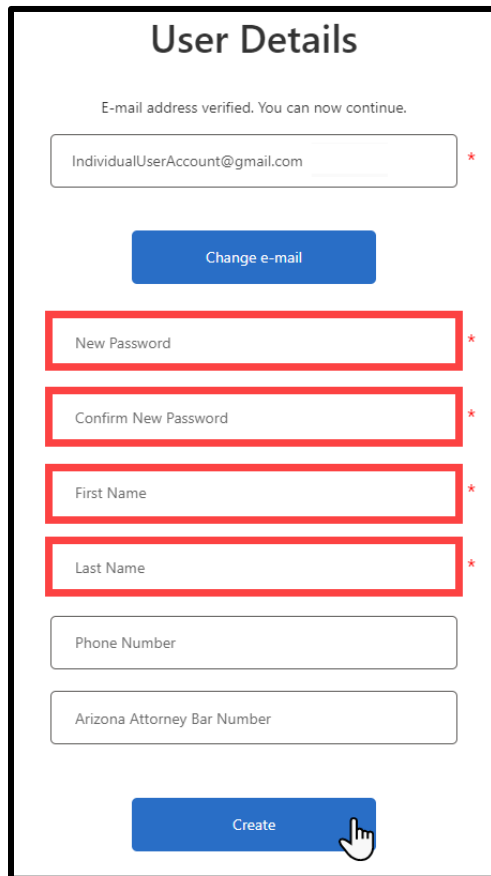
For information about the processes for (1) creating an organization account or (2) adding new users to an existing organization account, see the (1) **Register Organization** and (2) **Register Organization Member** reference guides, available at: <https://www.azcourts.gov/eaccess/Training>.

1. Access the website <https://eaccess.azcourts.gov/>
2. Select **Register** > Select **No** > Select the **Next** button

1. *The User Details window will open* > Enter a **valid email address** > Select the **Send Verification Code** button

- a. *Retrieve the verification code* > Enter the **verification code** > Select the **Verify code** button  
**Note:** to receive a new code, select the **Send new code** button

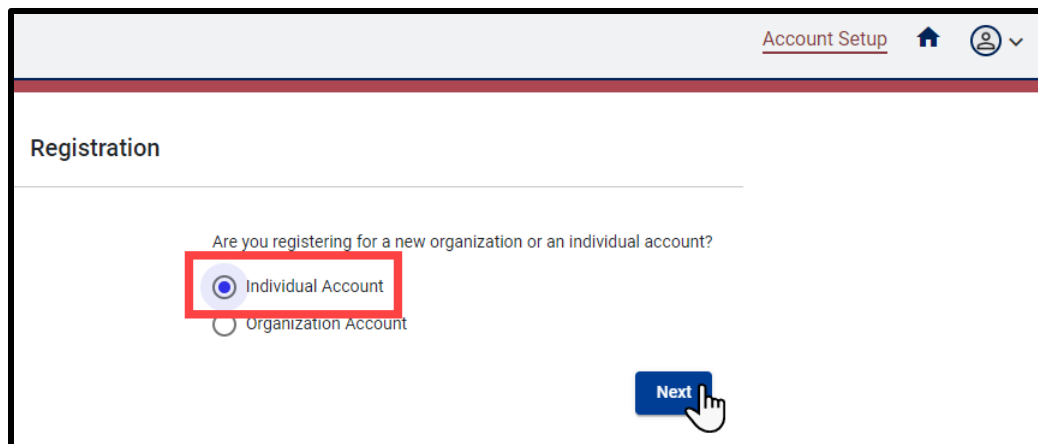
- i. Enter the information in the **required fields** > Select the **Create button**



The image shows a 'User Details' registration form. At the top, it says 'E-mail address verified. You can now continue.' Below this is a text input field containing 'IndividualUserAccount@gmail.com' with an asterisk to its right. A blue button labeled 'Change e-mail' is positioned below the email field. There are four text input fields, each with an asterisk to its right, all highlighted with a red border: 'New Password', 'Confirm New Password', 'First Name', and 'Last Name'. Below these are two more text input fields: 'Phone Number' and 'Arizona Attorney Bar Number'. At the bottom of the form is a blue button labeled 'Create' with a hand cursor icon pointing to it.

A. The user account is created, but the **account set-up is NOT complete**

3. The user will be logged in and the Account Setup Registration screen will open > Select **Individual Account** > Select the **Next button**



The image shows the 'Account Setup' registration screen. The top right corner has the text 'Account Setup' with a home icon and a user profile icon with a dropdown arrow. The main heading is 'Registration'. Below the heading is a question: 'Are you registering for a new organization or an individual account?'. There are two radio button options: 'Individual Account' (which is selected and highlighted with a red border) and 'Organization Account'. At the bottom right is a blue button labeled 'Next' with a hand cursor icon pointing to it.

4. From the **Service Type** drop-down menu, select **Document Access** > From the **Subscriber Type** drop-down menu, select **General Public** > From the **Subscription Type** drop-down menu, select a **Subscription Type** > Select the **Confirm Subscription button**

The screenshot shows a form with three dropdown menus. The first dropdown, 'Service Type \*', has 'Document Access' selected. The second dropdown, 'Subscriber Type \*', has 'General Public' selected. The third dropdown, 'Subscription Type \*', has 'Pay-As-You-Go - \$10.00 Per Downloaded Document' selected. Below the dropdowns are two buttons: 'Previous' and 'Confirm Subscription'. A mouse cursor is pointing at the 'Confirm Subscription' button.

- a. A pop-up window will display information about the selected subscription option

#### Pay As You Go Example

You have selected a **Pay-As-You-Go** subscription.  
 You will be charged **\$10.00** for every document purchased.  
 A subscription is required to search in this system. To confirm your subscription, a payment method is required.  
 You will be redirected to the payment page to enter your billing information. This information will be charged for each document purchased.  
 Do you wish to confirm your subscription?

1 Cancel 2 Confirm

#### Recurring Subscription Example

You have selected a **20 Document Downloads per Month** recurring subscription.  
 You will be charged **\$80 today and \$80 per month** until the subscription is modified or canceled.  
 To confirm your subscription, a payment method is required.  
 You will be redirected to the payment page to enter your billing information. This information will be used to renew your subscription each month.  
 Do you wish to confirm your subscription?

1 Cancel 2 Confirm

- i. To select a **different subscription option**, select the **Cancel button**
- ii. To confirm understanding of the subscription information and **continue to the payment page** to enter billing information, select the **Confirm button**
- A. *The nCourt Save Payment Information page will open*

1. Enter the **Billing Information** and the **Payment Information** > Select the **Submit Information button**

eAccess

Phone: (602) 452-3396 1501 W. Washington, Phoenix, Arizona 85007

Save Payment Information

**Billing Information**

International Address

First Name  
Enter First Name

Last Name  
Enter Last Name

Organization Name  
Enter Organization Name

Address  
Enter Address

Zip  
Enter Zip

City  
Enter City

State/Territory  
Select State

**Payment Information**

Credit/Debit Card Electronic Check

Card Type  
VISA AMERICAN EXPRESS MasterCard DISCOVER

Card Number  
Enter Card Number

CVW Code  
Enter CVW Code

Expiration  
Select 2023

Submit Information

- a. *The page will redirect to eAccess > The user account is ready for use*
  - i. After logging in, review and **acceptance of the Terms of Use will be required**
2. **If the nCourt payment page is closed without entering/submitted payment information**, then searching and purchasing will NOT be available until a payment method is added to the user account
  - a. *Each time the user logs in, the user will be prompted to add a payment method*  
**Note:** *for an organization, only administrator users will be prompted to add a payment method; members of the organization (WITHOUT administrator rights) will be prompted to contact an organization administrator*