

eAccess

Register a Government Organization

This process is used to create a **NEW organization account** for a government organization. For this type of user account, the registration process is a **request to create an account**, and an account will not be immediately available for use. The organization will be required to complete additional steps before the organization administrator's account is activated and available for use. A valid **email address with a government domain is required**. For assistance, contact AOC customer support: (602) 452-3519 or pasupport@courts.az.gov.

For information about the process for adding new users to an existing organization, see the **Register Organization Member reference guides**, available at: <https://www.azcourts.gov/eaccess/Training>.

Information Required for Registration

1. Name and email address of the person authorized to sign a Memorandum of Understanding
2. Name and email address of the person that will be the organization's system administrator (*person responsible for managing the organization's account/users*)
3. If the organization needs more than 10 user accounts, the total number of user accounts that are needed

1. Access the website <https://eaccess.azcourts.gov/>
2. Select **Register** > Select **Yes** > Select the **Next button**

3. Enter a **valid government email address** > Select the **Enter Email button**

- 4. From the Organizations drop-down menu, select **Not Listed** > Select the **Next button**

Email Address *
[Redacted]@courts.az.gov
Update Email
Please check to determine if your organization already has an eAccess account
Organizations *
Not listed
Previous Next

- 5. From the **Service Type** drop-down menu, select **Document Access** > From the **Subscriber Type** drop-down menu, select the **appropriate option** > The **Subscription Type** will **automatically populate** (based on the selected Subscriber Type)

Service Type *
Document Access
Subscriber Type *
Arizona State Agency & Political Subdivision
Subscription Type *
State Government Agency

- 6. Select **Yes, I am the person...** or **No, but I know who...** > Enter the **First Name**, **Last Name**, and **valid government email address** for the person with authority to sign the Memorandum of Understanding

Note: if yes was selected, the email address will be automatically populated

Are you able to sign a legally binding Memorandum of Understanding on behalf of your organization?
 Yes, I am the person who will sign the memorandum of understanding
First Name *
Gavin
Last Name *
Gutierrez
Email *
[Redacted]@courts.az.gov
 No, but I know who will sign the memorandum of understanding

or

Are you able to sign a legally binding Memorandum of Understanding on behalf of your organization?
 Yes, I am the person who will sign the memorandum of understanding
 No, but I know who will sign the memorandum of understanding
Please provide information for the person responsible for signing the Memorandum of Understanding
First Name *
Gavin
Last Name *
Gutierrez
Email *
[Redacted]@courts.az.gov

7. Select **Yes, I will be responsible...** or **No, but I know who...**
- If **Yes, I will be responsible...** was selected, [skip to the next step \(8\)](#)
 - If **No, but I know who...** was selected, enter the **First Name**, **Last Name**, and **valid government email address** for the person that will be the administrator for the organization's user account

Will you be the Organization Administrator for the account? An organization administrator will have access to manage the users associated with your organization.

Yes, I will be responsible for managing the organization's users
 No, but I know who will be responsible for managing the organization's users
 No, I will not be responsible for managing the organization's users, and I do not know who will be responsible for managing the organization's users

Please provide information for the organization administrator.

First Name of Organization Admin *

Gavin

Last Name of Organization Admin *

Gutierrez

Email of Organization Admin *

____@courts.az.gov

8. Enter the **organization's phone number** (*ONLY enter numbers; NO dashes/parentheses*) > Enter the **organization's legal name**

Phone Number

6024523519

Organization Legal Name *

Administrative Office of the Courts

9. If **more than 10 user accounts are needed**, enter the **number of additional accounts** that are needed > Enter the **reason** that the additional accounts are needed
Note: if 10 user accounts are sufficient, leave the field blank and [skip to the next step \(10\)](#)

If approved, your organization account may have a total of 10 users associated. If more accounts are needed, please provide the number of accounts being requested with the reason for consideration below

Number of accounts requested

15

Reason for additional accounts

The organization has 25 employees that use this service

10. Select the **Submit button**

Note: the submit button is activated **ONLY IF** all required fields have been completed

Phone Number
6024523519

Organization Legal Name *
Administrative Office of the Courts

If approved, your organization account may have a total of 10 users associated. If more accounts are needed, please provide the number of accounts being requested with the reason for consideration below

Number of accounts requested

Previous Submit

11. A confirmation pop-up window will open and indicate that the **request will be reviewed**

Request Sent

Your registration request will be reviewed. Upon review, you, the Organization Administrator, and the person authorized to sign the Memorandum of Understanding will receive an email with further instructions. You will not be able to use the eAccess system until the review process has been completed and the organization's account has been approved. A request has been sent for review to add your organization. Upon review, you will receive an email with further instructions.

Ok

12. All entered email addresses will receive an **email notification**

eAccess Request to Add New Government Account Received

N noreply@courts.az.gov
To: Gutierrez, Gavin

Your registration request will be reviewed. Upon review, you, the Organization Administrator, and the person authorized to sign the Memorandum of Understanding will receive an email with further instructions. You will not be able to use the eAccess system until the review process has been completed and the organization's account has been approved.

If you have any questions regarding the registration process, please contact AOC Support at 602-452-3519 or at <mailto:pasupport@courts.az.gov>.

Thank you

13. If the organization qualifies for a new government account, the **AOC will provide a Memorandum of Understanding** to the person identified during the registration process

- a. The Memorandum of Understanding must be **reviewed, signed, and returned** to the AOC
 - i. The **AOC will activate** the Organization Administrator's user account

14. The Organization Administrator (*identified during the registration process*) will receive an email notification that provides a link to complete registration > Select the **link**

eAccess request for new government organization has been approved

N noreply@courts.az.gov
To: Gutierrez, Gavin

Your request to create a new organization account has been approved.

Select the link below to complete the registration process. Once registration is complete, you will be able to add members to your organization account on the Account Settings page in your profile.

<https://eaccess.azcourts.gov/registration/signUp>

For further questions or assistance, please contact AOC Support at 602-452-3519 or at <mailto:pasupport@courts.az.gov>

Thank you

- a. *The User Details window will open* > Enter the **email address** > Select the **Send verification code button**

The screenshot shows a form titled "User Details". At the top, there is a text input field containing "@courts.az.gov" with a red asterisk to its right. Below this field is a blue button labeled "Send verification code" with a hand cursor icon pointing to it.

- i. *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**

The screenshot shows the "User Details" form with a message: "Verification code has been sent to your inbox. Please copy it to the input box below." Below the message is a text input field containing "@courts.az.gov" with a red asterisk. Below that is another text input field labeled "Verification Code" with a red asterisk. At the bottom are two blue buttons: "Verify code" (with a hand cursor) and "Send new code".

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

The screenshot shows the "User Details" form with a message: "E-mail address verified. You can now continue." Below the message is a text input field containing "@courts.az.gov" with a red asterisk. Below this is a blue button labeled "Change e-mail". There are four text input fields, each with a red asterisk: "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 is a blue button labeled "Create" with a hand cursor icon pointing to it.

15. *The organization administrator's user account is ready for use*

- a. Review and **acceptance of the Terms of Use will be required** upon initial log in