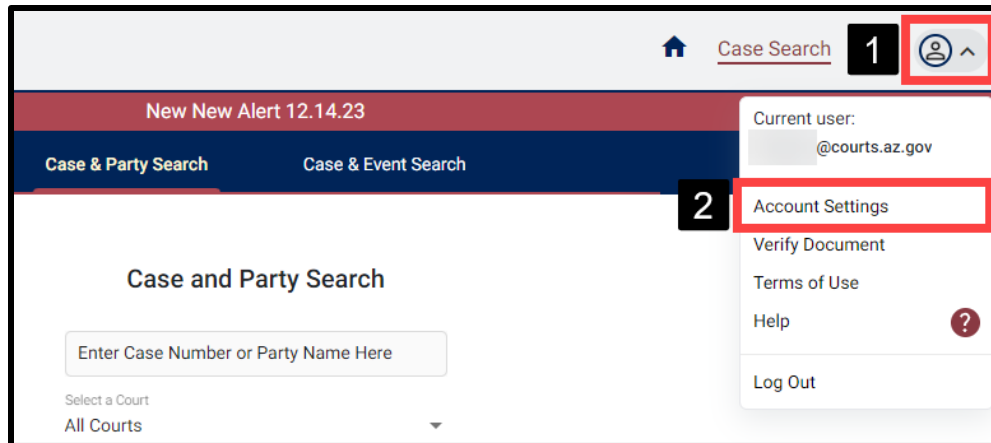


eAccess

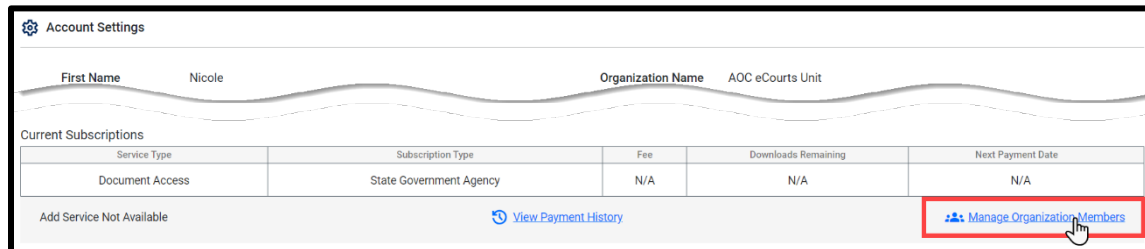
Organization Administrator Creates an Account for a New User

This process applies to both non-government and government organizations.

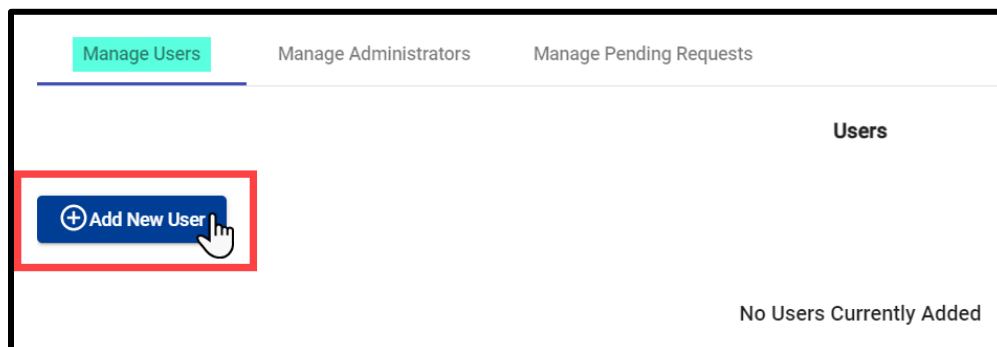
1. Access the website <https://eaccess.azcourts.gov/>
2. **Log in** > Access the **User Account Menu** > Select **Account Settings**



3. Select the **Manage Organization Members link**



4. *The Manage Users tab will be selected by default* > Select the **Add New User button**



5. The Add User pop-up window will open > Enter information in the **required fields** > If the user will be an additional **organization administrator**, select the **checkbox** > Select the **Add User button**

Add User

Email *
@courts.az.gov

First Name *
Member

Last Name *
User

Phone Number
6024523519

Add this user as an Administrator?

Cancel Add User

- a. A confirmation pop-up window will open and indicate that the user was successfully added

User Successfully Added

You can view this user within the 'Manage Users' or 'Manage Administrators' tabs.

Ok

6. The new user will be added to the list of users
- a. If the new user was **NOT** added as an administrator, the new user's information will appear on the **Manage Users tab**
- b. If the new user was added as an **ADMINISTRATOR**, the new user's information will appear on the **Manage Administrators tab**

A Manage Users **B** Manage Administrators Manage Pending Requests

Users

+ Add New User

Email	First Name	Last Name	Phone Number	User Status	Actions
@courts.az.gov	Member	User	6024523519	Pending	✎ ↻ 🗑

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7. The new user will receive an email that provides a link to complete the registration process
- a. **Until the new user completes the registration process, the User Status will be Pending**
- i. After the new user completes the registration process, the User Status will be Active