

eAccess Organization Member Requests a User Account

This process is used to **join an EXISTING organization**, and it applies to both non-government and government organizations.

For information about the processes for creating an organization account, see the **Register Organization reference guides**, available at: <https://www.azcourts.gov/eaccess/Training>.

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

3. Enter an **email address** > Select the **Enter Email button**

4. From the Organizations drop-down menu, select the **organization to receive the account creation request** > Select the **Send Request button**

5. *The Request to be Added to your Organization pop-up window will open* > Enter information in the **required fields** > Select the **Send Request button**

Request to be Added to your Organization

Email *

First Name *

Last Name *

Phone Number


6. *A confirmation pop-up window will open and indicate that the request has been sent to the organization administrator* > Select the **OK button**
Note: *the organization administrator will receive an email with instructions for how to review and process the request*

Request Sent

A request has been sent to your organization's administrator.
Please wait for email verification indicating that you have been added as a member of the organization.

7. *When the organization administrator has processed the request, an email notification will be received* > **If the request was approved**, the email notification will provide a link to complete the registration process > Select the **link**

eAccess Request to be Added to Organization Approved

 noreply@courts.az.gov
To: LaConte, Nicole

Your request to become a member of your organization's eAccess account has been approved.

Select the link below to complete your registration in eAccess:

<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. 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 the message: "E-mail address verified. You can now continue." Below this is a text input field containing "@courts.az.gov" with a red asterisk. Below that is a blue button labeled "Change e-mail". Following 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.

8. *The user account is ready for use*

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