

eAccess

Register a Non-Government Organization

This process is used to create a **NEW organization account** for a non-government organization. A non-government organization account **should be created by a person that will be designated as an organization administrator**. An organization administrator is responsible for (1) adding and removing organization members, (2) updating the organization's payment method, and (3) updating the organization's subscription type.

For information about the processes for adding new users to an existing organization, see the **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 **Yes** > Select the **Next button**

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

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

- 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 "OrganizationAdministrator@organization.com" 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 "OrganizationAdministrator@organization.com" with a red asterisk. Below that is another text input field labeled "Verification Code" with a red asterisk. At the bottom, there are two blue buttons: "Verify code" (with a hand cursor icon) 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 "OrganizationAdministrator@organization.com" with a red asterisk. Below this field is a blue button labeled "Change e-mail". Below that 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, there is a blue button labeled "Create" with a hand cursor icon pointing to it.

1. *The organization administrator's account is created, but the **account setup is NOT complete***

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

6. From the **Service Type** drop-down menu, select **Document Access** > From the **Subscriber Type** drop-down menu, select **Non-Government Agency** > From the **Subscription Type** drop-down menu, select a **Subscription Type** > Select the **Next button**

7. Enter the **Organization's Name**

Name	Email	Administrator	Remove User
Member User	OrganizationMember@organization.com	No	Remove

- a. **Optional:** to create user accounts for members of the organization, select the **Add New User button** > 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**

- i. The entered information will be displayed in the Added Organization Users table
- A. To correct an error, select the **Remove button**, and repeat step 7a
- ii. When the account setup process is completed, each new user will receive an email that provides a unique link to complete the registration process
- b. Select the **Confirm Subscription button**
- i. A pop-up window will display information about the selected subscription option

Pay As You Go Example

Recurring Subscription Example

- ii. To select a **different subscription option**, select the **Cancel button**
- iii. 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

CVV Code
Enter CVV Code

Expiration
Select 2023

Submit Information

- a. *The page will redirect to eAccess > The organization administrator's 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/submitting payment information**, then searching and purchasing will NOT be available until a payment method is added by an organization administrator
 - a. *Each time an organization administrator logs in, the user will be prompted to add a payment method*
 - b. *Each time an organization member logs in, the user will be prompted to contact an organization administrator*