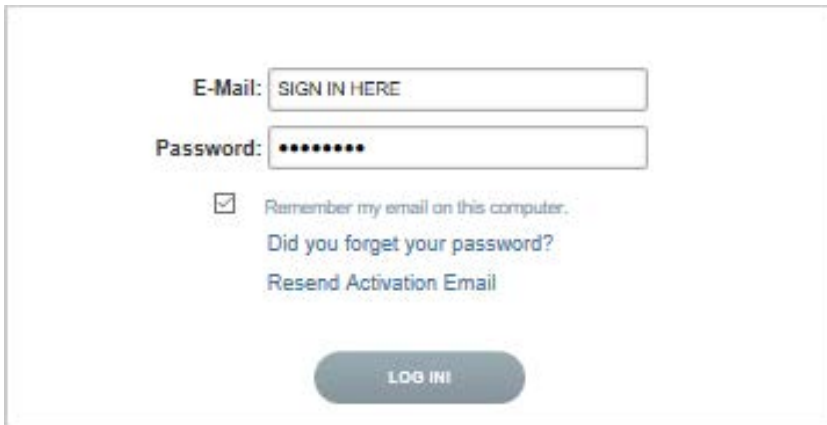


## Cómo acceder a los documentos después de la compra Documentos certificados y no certificados

Se podrán ver o bajar los documentos durante 24 horas después de la compra.

1. Diríjase a: [www.azcourtdocs.gov](http://www.azcourtdocs.gov)
2. Entre a su cuenta.  
Seleccione **LOG IN!** (Iniciar sesión)



E-Mail: SIGN IN HERE

Password: ●●●●●●

Remember my email on this computer.

[Did you forget your password?](#)

[Resend Activation Email](#)

LOG IN!

3. Seleccione **Account Settings** (Configuración de cuenta) debajo de la dirección de correo electrónico donde se encuentra el menú desplegable.



Case and Party Search Case and Event Search

Arizona Judicial Branch Shopping cart is Empty Account Settings Log Out Message Center Help

Case and Party Search Case and Event Search

Search

Advanced Search

**4. Seleccione *View Payment History* (Ver historial de pago).**

Account Information Shopping cart is Empty | Search | Logout (aoctester1501@yahoo.com)

First Name: AOC Card on File: \*\*\*\*\*1881 Update  
 Last Name: TESTER Card Type: VISA  
 Password: \*\*\*\*\* [Update](#) Card Status: Active  
 Phone Number: 6024523891 [Edit](#) Member Since: 02/22/2018 08:40 AM MST  
 Firm Name: Last Logged on: 02/08/2019 02:28 PM MST  
 Bar Number: [Site Terms of Use](#)

Total Amount Due Today: \$0.00

Current Subscriptions

Site	Subscription	Authorization Required	Authorization Status	Fee	Payment Status	Subscription Status	Subscription Overridden until Date	Subscription Type	Last Billing Date	Next Billing Date	Action
Arizona eAccess	- Access to Court Case Documents - With Limit of 20 documents/month	No	Authorized	\$80.00	Paid	Active	N/A	Firm Level Document Based Recurring	Jan 21, 2019	Feb 21, 2019	
Arizona eAccess	- AOC Certified Access to Court Case Documents	No	Authorized	\$0.00	Free	Active	N/A	Certified Subscription	N/A	N/A	

[+ Add New Subscriptions](#) [View Payment History](#) [Manage Firm Level Users](#)

**5. El usuario verá una lista de documentos que se han comprado. Seleccione el símbolo de documento para ver la imagen del documento.**

Payment History Account Information | Search | Logout (aoctester1501@yahoo.com)

Pay As You Go Payment History Recurring Payment History

Document and Payment History

From Date:  To Date:  Transaction Type: All Transactions Comments:  [Search](#)

Site	Payment Date	Transaction Reference Number	Transaction Type	Certified Document	Location	Documents Purchased	Card Charged	Name on Card	Total Transaction Amount	<a href="#">View Receipt and Document</a>
Arizona eAccess	11/26/2018 9:42:53 AM	B20P2C186014	Charge	Yes	Yavapai County Superior	1	1881	CHRISTINE SANCHEZ	\$39.00	
	11/26/2018 9:34:51 AM	B10PACF2DF7	Charge	Yes	Yavapai County Superior	1	1881	CHRISTINE SANCHEZ	\$39.00	

**6. Si el usuario intenta ver o bajar un documento después de las 24 horas posteriores a la compra, aparecerá el siguiente mensaje y para poder acceder al documento el usuario deberá comprarlo de nuevo.**

Receipt Logout (csanchez@courts.az.gov)

Receipt

Customer Name: AOC TESTER  
 Receipt Date: Aug 7, 2018 7:10:13 AM  
 Certified Document(s): Yes  
 Transaction Reference Number: B10PABDDE2DF  
 Card Charged: \*\*\*\*\*1881  
 Name on Card: CHRISTINE SANCHEZ  
 Site: Arizona eAccess

Document Id	Document Type	Certified Document Number	Location	Page(s)	Comments	Fee	<a href="#">View or Download Document</a>
4458739 - P1300CV201700145	EFILING: Exhibits	499-E880-2FC0-B4B4	Yavapai County Superior	3		\$39.00	Expired

Total Payment Amount: \$39.00

**Notice:**  
 You have full access to the purchased document(s) for 24 hours after purchase. Once the time period has expired, you must repurchase the document(s) in order to get access again. Please click on the "View Item" link to the view the document.