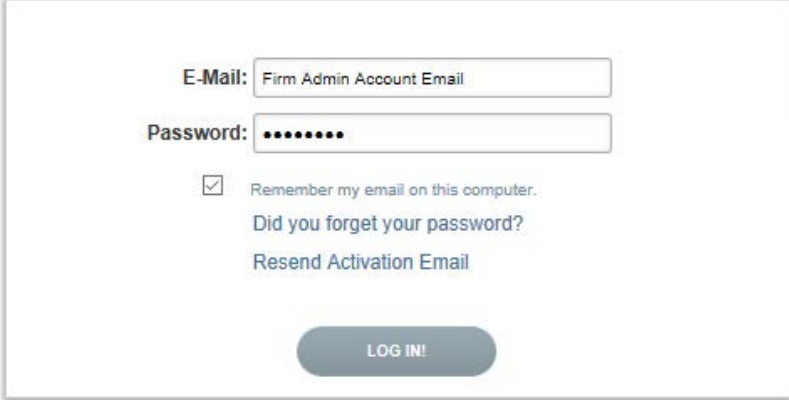


Cómo añadir usuarios adicionales a la cuenta de una agencia o un bufete

1. Diríjase a: **www.azcourtdocs.gov**
2. Inicie la sesión con la cuenta del administrador del bufete.



The login form is titled 'eAccess' and is part of the Arizona Judicial Branch system. It contains the following elements:

- E-Mail:** A text input field with the placeholder text 'Firm Admin Account Email'.
- Password:** A text input field with masked characters (dots).
- ☒ Remember my email on this computer.
- [Did you forget your password?](#)
- [Resend Activation Email](#)
- LOG IN!** A large, rounded button.

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



4. Seleccione *Manage Firm Level Users* (Administrar usuarios del bufete).

Account Information Shopping cart is Empty [Search](#) [Logout](#) (aocster1501@yahoo.com)

First Name: AOC Card on File: *****1881 Update
 Last Name: TESTER Card Type: VISA
 Password: ***** [Update](#) Card Status: Active
 Phone Number: 0024523891 [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	Subscription Type	Last Billing Date	Next Billing Date	Action
Arizona eAccess	- Access to Court Case Documents - With Limit of 20 documents/month	No	Authorized	\$0.00	Paid	Active	N/A	Firm Level Document Based Recurring	Jan 21, 2019	Feb 21, 2019	Edit
Arizona eAccess	- AOC Certified Access to Court Case Documents	No	Authorized	\$0.00	Free	Active	N/A	Certified Subscription	N/A	N/A	Edit

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

5. Seleccione *Add User* (Añadir usuario).

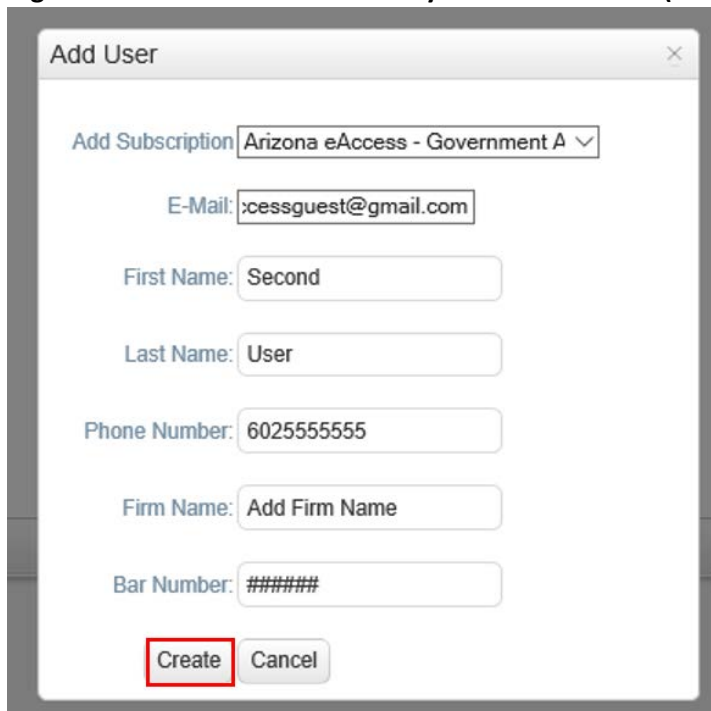
Firm Users Subscriptions Account Information (govtuser1501@gmail.com)

Select Subscription: Arizona eAccess - Government A

[Add User](#)
[Add Subscription To User](#)

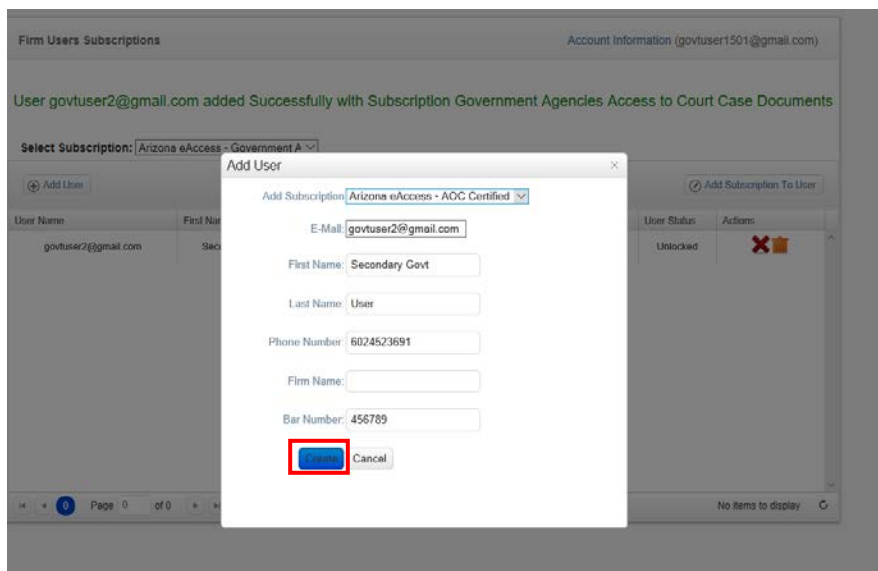
User Name	First Name	Last Name	Phone Number	Subscription Status	User Status	Actions
-----------	------------	-----------	--------------	---------------------	-------------	---------

6. Ingrese la información del usuario y seleccione *Create* (Crear).



The screenshot shows a modal dialog box titled "Add User". It contains several input fields: "Add Subscription" (a dropdown menu showing "Arizona eAccess - Government A"), "E-Mail:" (text box with "cesssguest@gmail.com"), "First Name:" (text box with "Second"), "Last Name:" (text box with "User"), "Phone Number:" (text box with "6025555555"), "Firm Name:" (text box with "Add Firm Name"), and "Bar Number:" (text box with "#####"). At the bottom, there are two buttons: "Create" (highlighted with a red rectangle) and "Cancel".

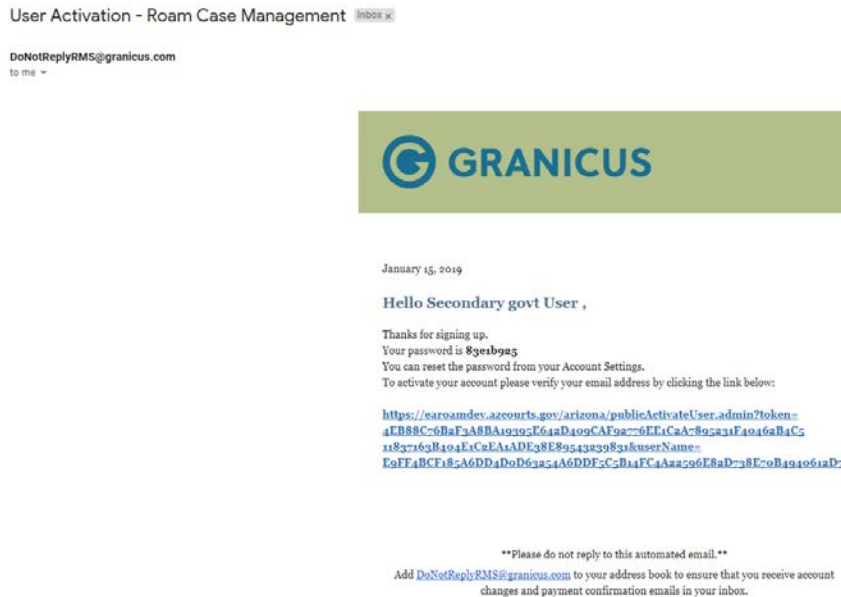
7. El administrador del bufete tomará los mismos pasos (5 y 6) para añadir la opción de comprar documentos certificados a su cuenta mensual.



The screenshot shows the "Firm Users Subscriptions" page with an "Add User" dialog box overlaid. The dialog box is filled with the following information: "Add Subscription" (dropdown showing "Arizona eAccess - AOC Certified"), "E-Mail:" (text box with "govtuser2@gmail.com"), "First Name:" (text box with "Secondary Govt"), "Last Name:" (text box with "User"), "Phone Number:" (text box with "6024523691"), "Firm Name:" (text box with "456789"), and "Bar Number:" (text box with "456789"). The "Create" button is highlighted with a red rectangle. In the background, a green message states: "User govtuser2@gmail.com added Successfully with Subscription Government Agencies Access to Court Case Documents".

8. El usuario que se ha añadido recibirá un mensaje de correo electrónico de DoNotReplyRMS@granicus.com con una contraseña temporal.

El usuario hará clic en el enlace que se ha proporcionado en el correo electrónico.



9. Se activará la cuenta del usuario y se le dirigirá a la página de inicio de sesión.

