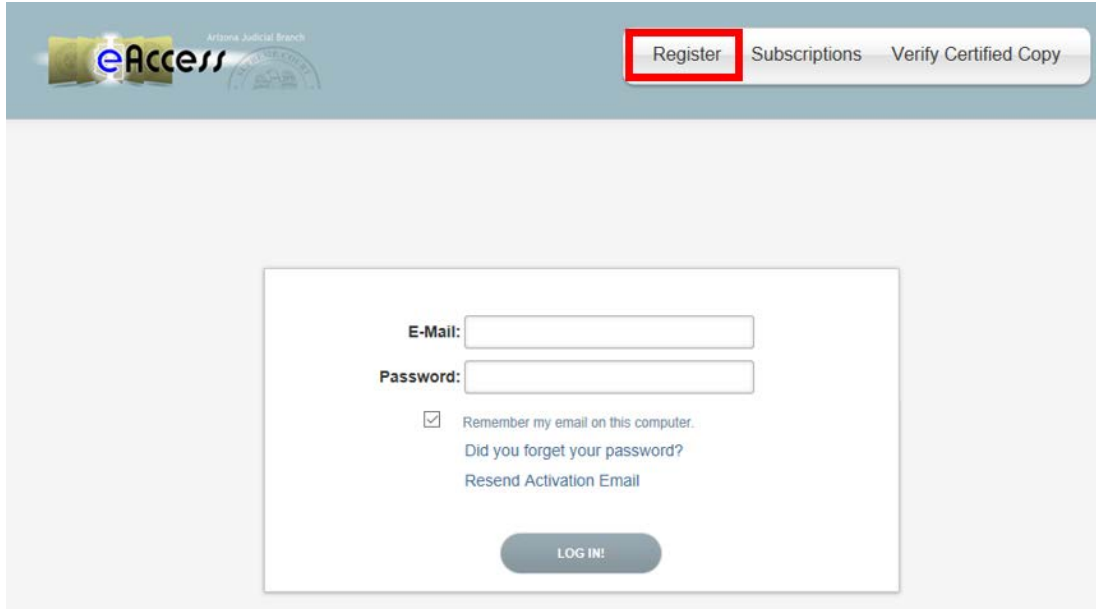


Cómo abrir una cuenta

Usuario o agencia no gubernamental

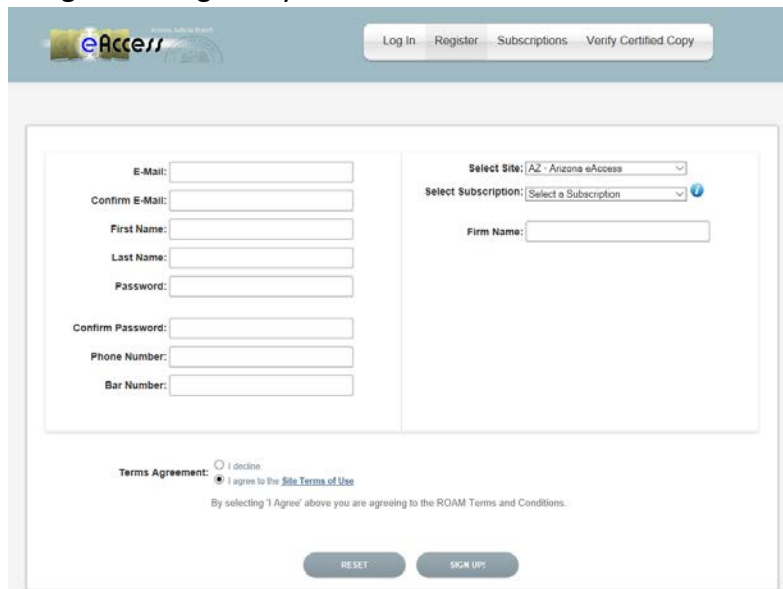
1. Diríjase a www.azcourtdocs.gov y seleccione **Register** (Inscribirse).



The screenshot shows the top navigation bar of the Arizona eAccess website. The 'Register' button is highlighted with a red rectangle. Below the navigation bar, there is a login form with fields for 'E-Mail' and 'Password', a checkbox for 'Remember my email on this computer', and links for 'Did you forget your password?' and 'Resend Activation Email'. A 'LOG IN!' button is at the bottom of the form.

2. Ingrese la información para inscribirse.

- a. Se deben llenar todos los campos salvo los que piden el número de cédula del colegio de abogados y el nombre del bufete si se trata de un individuo.



The screenshot shows the registration form on the Arizona eAccess website. The form includes fields for 'E-Mail', 'Confirm E-Mail', 'First Name', 'Last Name', 'Password', 'Confirm Password', 'Phone Number', and 'Bar Number'. There are also dropdown menus for 'Select Site' (set to 'AZ - Arizona eAccess') and 'Select Subscription' (set to 'Select a Subscription'). A 'Firm Name' field is also present. At the bottom, there is a 'Terms Agreement' section with radio buttons for 'I decline' and 'I agree to the Site Terms of Use'. Below this, a message states: 'By selecting 'I Agree' above you are agreeing to the ROAM Terms and Conditions.' At the very bottom, there are 'RESET' and 'SIGN UP!' buttons.

- b. La contraseña debe contener de 8 a 20 caracteres. Consejos para crear una contraseña fuerte:
Incluya mayúsculas.
Incluya números.
Incluya uno o más de los siguientes caracteres: ~!@\$%&*
- c. El usuario debe seleccionar una cuenta que permite acceso a los documentos.

Select Site:

Select Subscription: **Select a Subscription**

- Access to Court Case Documents Pay As You GO(\$10 a document)
- Access to Court Case Documents - With Limit of 20 documents/month (\$80 Every Month)
- Access to Court Case Documents - With Limit of 50 documents/month (\$200 Every Month)
- Access to Court Case Documents - With Limit of 100 documents/month (\$360 Every Month)
- Access to Court Case Documents - With Limit of 200 documents/month (\$640 Every Month)
- Access to Court Case Documents - With Limit of 375 documents/month (\$1050 Every Month)
- Access to Court Case Documents - With Limit of 5000 documents/month (\$10000 Every Month)
- Government Agencies Access to Court Case Documents
- AOC Certified Access to Court Case Documents

Firm Name:

- d. Para seguir con el proceso de inscripción el usuario debe aceptar las Condiciones de uso del sitio web (*Site Terms of Use*).
- e. Seleccione *SIGN UP!* (INSCRÍBASE).

E-Mail:

Confirm E-Mail:

First Name:

Last Name:

Password:

Password Strength: **Strong**

Confirm Password:

Phone Number:

Bar Number:

Hints for strong password:
Try adding some uppercase letters.

Select Site:

Select Subscription:

Firm Name:

Terms Agreement: ☐ I decline.
☒ I agree to the [Site Terms of Use](#)

By selecting 'I Agree' above you are agreeing to the ROAM Terms and Conditions.

3. El usuario recibirá un correo electrónico de SUPPORTRMS@granicus.com que incluirá instrucciones para terminar con el proceso de inscripción.

From: SUPPORTRMS@granicus.com <SUPPORTRMS@granicus.com>
Sent: Monday, September 26, 2018 3:57 PM
To: Jane User
Subject: User Activation - Roam Case Management



September 26, 2018

Hello Jane User,

Thanks for signing up.
To activate your account please verify your email address by clicking the link below:

<http://earoamdev01.azcourts.az.gov/arizona/publicActivateUser.admin?token=2A087357C9011B94FFC72379502CED06F6AA72C3311872AFBCA313A852ED930EED845C3A05C69A0616271D749A0AC884>

****Please do not reply to this automated email.****

Add SUPPORTRMS@granicus.com to your address book to ensure that you receive account changes and payment confirmation emails in your inbox.

Granicus
Arizona Administrative Office of Courts
Support Center
(602) 452 3519
1 (800) 720 7743
support@courts.az.gov
M-F 7:00am - 6:00pm
Excluding State Holidays

4. El usuario seleccionará el enlace en el correo.
- Aparecerá el siguiente mensaje.
 - Al usuario se le dirigirá a la página de inicio de sesión.

The image shows two screenshots of a web application. The top screenshot is a confirmation page titled "Your account is now activated" with a message stating "You will be automatically redirected to the login page in 10 seconds." and a link "Problem with redirect? Click here." The bottom screenshot is the login page, which features a header with links "Register", "Subscriptions", and "Verify Certified Copy". The main content area has a login form with fields for "E-Mail:" and "Password:", a checkbox for "Remember my email on this computer.", a link for "Did you forget your password? Resend Activation Email", and a "LOG IN!" button.