

## How to Create Your Own UJS Web Portal Account

### 1. Access the UJS Web Portal

In the address bar of your internet browser, enter <https://ujportal.pacourts.us> and press the [Enter] key.



**Tip** Any individuals who already have a UJS Web Portal account for the use of the Attorney Registration or Secure Web Docket service can use the same account for PACFile.

### 2. Start the process to initiate an account

On the UJS Web Portal homepage, click on the *Create New Account* link.



### 3. Enter your Personal Information

In the Create New User Account screen, you must complete all fields that feature an asterisk or star (\*).

A screenshot of the 'Create New User Account' form. The form is titled 'Create New User Account' and has a section for 'User Information'. The fields are: First Name (Robert), Middle Name/Initial (empty), Last Name (Lincoln), Suffix (empty), Location (radio buttons for United States and Other), Address (1050 West Lafayette), City (Mechanicsburg), State (Pennsylvania), Zip Code (17055), Phone Number (717-555-1574), Ext (empty), E-Mail Address (rlincoln@yahoo.com), Confirm E-Mail Address (rlincoln@yahoo.com), Alternate E-Mail Address (empty), and User Name (rlincoln). There is a note about the password: 'Password: A temporary password will be sent to you by e-mail at the end of this process.' and a 'Next >' button.

**Tip** The **E-Mail Address** field should contain your personal or work e-mail address for the receipt of PACFile notices. The **Alternate E-Mail Address** field can be used for any other e-mail address, yours or someone else's, where you would like to have your PACFile-related e-mails forwarded.

**Tip** Any address you enter here will appear as your default billing address whenever you complete the PACFile payment process. You will be able to update this default address information, however, at the time of payment.

**Tip** Enter a unique user name that you will find easy to remember.

### 4. Click NEXT

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## 5. Are you an Attorney or Police Officer?

In the Role Information section, choose your next action based on the following:

If you're an attorney, click the **Attorney** checkbox and proceed to Step 6.

If you're a police officer, click the **Police Officer** checkbox and proceed to Step 7.

If you're anyone else, leave both checkboxes blank and proceed to Step 8.

**Create New User Account**

**Role Information**

Please select your role(s) below. Additional services will be available based upon your role(s). Depending upon your additional information to verify your identity. The Attorney Role is only for the use of PA Registered Attorneys.

Roles:  Attorney  
 Guardianship Case Participant  
 Police Officer

**Organization Information**

Organizations: (None) ([Add Organization](#))

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**Create New User Account**

**Role Information**

Please select your role(s) below. Additional services will be available based upon your role(s). Depending upon your additional information to verify your identity. The Attorney Role is only for the use of PA Registered Attorneys.

Roles:  Attorney  
 Guardianship Case Participant  
 Police Officer

\* PA Bar Number:

\* Last 4 of SSN:

**Organization Information**

## 7. Enter your Personal ID Information

Enter your certification agency, officer number, and ORI in the fields provided. Proceed to Step 8.

**Tip** This information is necessary to verify your identity so you can file on the cases on which you are participating.

**Tip** For most police officers, your officer number is your PSP/MPOETC assigned ID.

**Role Information**

Please select your role(s) below. Additional services will be available based upon your role(s). Depending upon your additional information to verify your identity. The Attorney Role is only for the use of PA Registered Attorneys.

Roles:  Attorney  
 Guardianship Case Participant  
 Police Officer

\* Certification Agency:

\* Officer Number:

\* ORI:

**Organization Information**

Organizations: (None) ([Add Organization](#))

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## 6. Enter your Personal ID Numbers

Enter your state bar number and the last four digits of your social security number in the fields provided. Proceed to Step 8.

**Tip** This information is necessary to verify your identity and to grant you, or anyone you identify as a proxy, the ability to file on the cases on which you are participating.

## 8. Click NEXT

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## 9. Confirm your Account Information

In the Confirm section, verify that the information you entered is correct and then enter the challenge code, exactly as it appears with any upper and lower case letters, in the field provided.

**Create New User Account**

Confirm

First Name: Robert  
Middle Name/Initial:  
Last Name: Lincoln Suffix:  
Address: 1050 West Lafayette  
City: Mechanicsburg  
State: PA  
Zip Code: 17055  
Phone Number: 717-555-1574 Ext:  
E-Mail Address: rlincoln@yahoo.com  
Alternate E-Mail Address:  
User Name: rrlincoln  
Requested Role(s): (None)  
Requested Organization(s): (None)

QZZ4N

Enter the code shown:  
QZZ4N

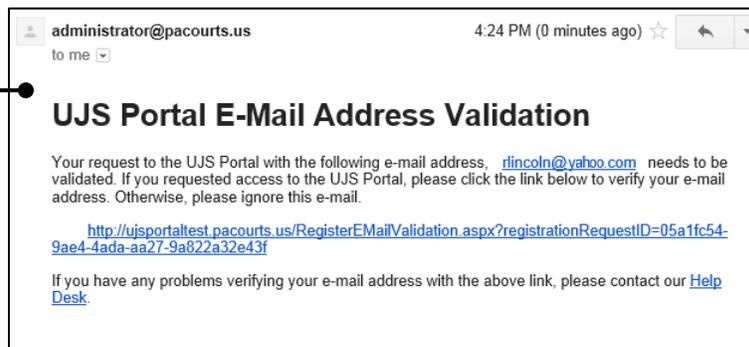
< Previous Finish

10. Click FINISH

## 11. Confirm your E-mail address

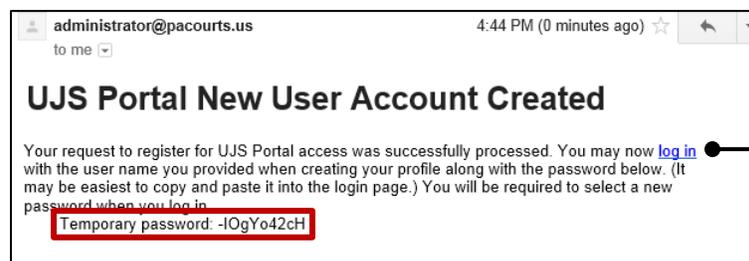
An e-mail will be sent to the address you provided. You will need to access your e-mail account and click on the link contained within this e-mail.

**Tip:** You do not need to complete this step for any alternate e-mail addresses that you provided.



## 12. View your temporary password

A second e-mail will be sent to the same e-mail address. This e-mail contains your temporary password.



Click the *log in* link.

# How to Create Your Own UJS Web Portal Account

## 13. Login with your temporary password

A new instance of your web browser will open to the Account Login page on the UJS Web Portal. Enter your user name and temporary password.

Account Login

Enter your User Name and Password as provided by AOPC. Password is case sensitive.

The process for logging into the UJS Secure Web Portal has changed, and the PIN is no longer required to log in. Users are now required to login with their current User Name and Password.

\* User Name:

\* Password:

Login

[Forgot my password](#)

[Create a new user account](#)

Change Password

\* Current Password:

\* New Password:

Password must contain at least 3 of the 4 of the following: 1 upper case character, 1 lower case character, 1 numerical character and 1 special character, and be at least 10 characters long.

\* Confirm New Password:

 Please change your password to continue.

Change Password

## 14. Change your password

In the Manage My Account screen, enter your current (temporary) password, your new password, and click CHANGE PASSWORD.

**Tip:** You can choose your new password, but it must meet the requirements specified under the **New Password** field.

**Tip:** You will not be logged out of the Portal after changing your password.