

Quick Reference Guide for Creating a UJS Web Portal Account

The Purpose of a UJS Web Portal Account

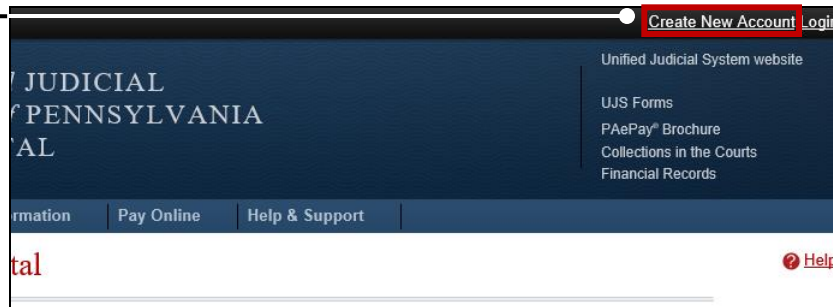
Some features on the UJS Web Portal are classified as “secure” and have limited availability. A prerequisite for accessing any secure feature is the creation of a personalized UJS Web Portal account. The creation of an account does not usually grant access to a secure feature automatically; it is often just one part of the process. UJS Web Portal accounts are most often utilized by attorneys, court staff, guardians of adult-incapacitated persons, and pro se case participants.

Note: A UJS Web Portal account is not needed in order to use the PAePay or PAePay Bail feature.

How to Create a UJS Web Portal Account

1. Initiate an account

On the UJS Web Portal homepage, click on ‘Create New Account’.



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

3. Click NEXT

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

2. Enter your Personal Information

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

Tip The **E-Mail Address** field should contain your personal or work e-mail address for the receipt of Portal-related 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 Portal-related e-mails forwarded.

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4. Are you an Attorney, Guardian, 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 5.

If you're a **Guardian** or **Interested Party** on a guardianship case, 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 all checkboxes blank and proceed to Step 8.

6. Enter your Access Code

Click in the **User Access Code** field and enter the unique alphanumeric number that you received from the court.

Tip This code was provided in a letter sent by the court via the regular mail.

8. Click NEXT

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
 Guardian/Interested Party
 Police Officer

Organization Information

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

< Previous Next >

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
 Guardian/Interested Party
 Police Officer

* PA Bar Number:

* Last 4 of SSN:

Organization Information

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
 Guardian/Interested Party
 Police Officer

* User Access Code: ?

Organization Information

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
 Guardian/Interested Party
 Police Officer

* Certification Agency:

* Officer Number:

* ORI:

Organization Information

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

< Previous Next >

5. 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.

7. Enter your Personal ID Information

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

Tip This information is necessary to verify your identity.

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

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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

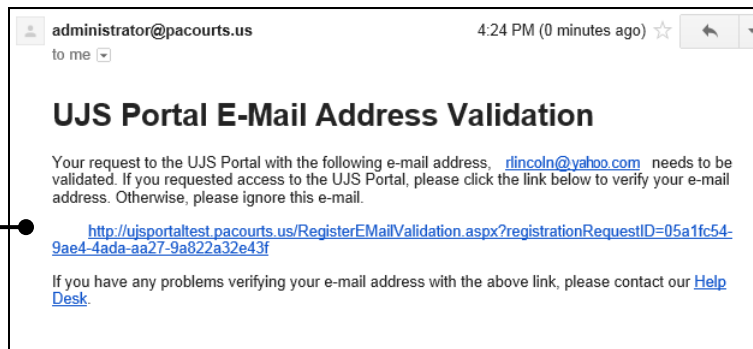
10. Click FINISH

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 If you cannot find this e-mail in your Inbox, be sure to check your Junk and Spam folders.

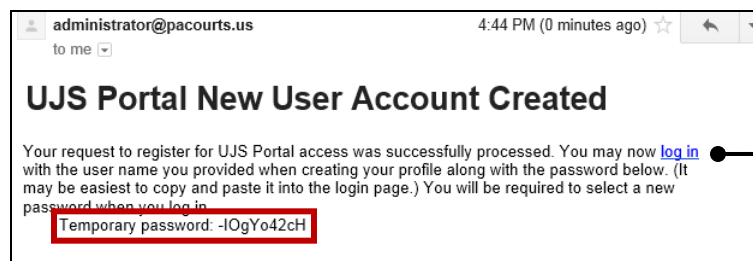
Tip You do not need to complete this step for any alternate e-mail addresses that you provide.



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.



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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. Required to login with their current User Name and Password.

* User Name:

* Password:

Login

[Forgot my password](#)

[Create a new user account](#)

14. Change your password

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

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

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.