Account Creation for First Time Users

Users may register by selecting the "REGISTER" tab along the top banner, on the right-hand side of the site (circled above.)

Users may also register by selecting the "Register as a new user" button below the log-in fields (circled above.)

    a. *Users may access their account by entering either User Name or Email*
    b. *If a user forgets their password at any time, he/she may click "Forgot your password?" to reset their password to access the previously registered account (circled above.)*

If you would like the site to remember your username and log-in for you, click the small box next to "REMEMBER ME" (circled above.)

1. Once the user has accessed the *Registration Page*, he/she must enter the following user log-in information:
    a. *User Name or Email Address*
    b. *Password*

2. Passwords must be at least 8 <u>characters</u> and contain at least 3 of the following:
    a. *Upper case letters (A-Z)*
    b. *Lower case letters (a-z)*
    c. *Numbers (0-9)*
    d. *Special characters (e.g. $#!@*)*

3. Once the user has accessed the *Registration Page*, he/she must enter the following contact information. All fields are required:

    a. *First Name*
    b. *Last Name*
    c. *Email Address*
    d. *Phone Number*

    e. *Address*
    f. *City*
    g. *State*
    h. *Zip Code*

4. A confirmation email will be sent to the user at the registered email address. Click the link within the email to confirm your account and log-in. Use this account log-in for all future E-Filing with the Cook County Sheriff's Office.

5. Once an account has been created, select the "ACCOUNT" tab in the right-hand corner. This will transfer you to your *Manage Account page*, where the Account Settings, Billing Profiles, and Attorney Profiles information will be stored. To create an E-File Case, you must complete steps 6 and 7. If you attempt to click *Create E-File* without completing these two steps, the site will automatically go to the *Manage Account page* to ensure this information is entered.
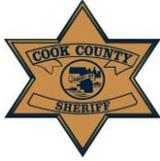
Manage Account

| Account Settings |
| Billing Profiles |
| Attorney / Pro Se Profiles |

CHANGE YOUR ACCOUNT SETTINGS
Change your password

6. Add a Billing Profile. Click "Billing Profiles Button" to add. All fields are required:

    a. *First Name*
    b. *Last Name*
    c. *Email Address*
    d. *Phone Number*
    e. *Street Address Main*

    f. *Unit/Apt.*
    g. *City*
    h. *State*
    i. *Zip Code*

Select the "Create Billing Profile on Lexis Nexis" button to add your payment card information to pay for E-Filing Cases. **Note**: *You have the option to delete a billing profile and create new billing profiles.*

7. Add an Attorney or Pro Se Profile. Click the following button applicable to the profile you would like to create.

ATTORNEY PROFILES

⊕ Add Attorney Profile   ⊕ Add Pro Se Profile

All fields are required for "Attorney Profile":
a. Cook County Attorney Number
b. Attorney First Name
c. Attorney Last Name
d. Firm Name
e. Street Number
f. Street Direction
g. Street Name
h. Unit/Suite #
i. Street Type
j. City
k. State
l. Zip Code
m. Firm Phone Number

All fields are required for "Pro Se Profile":

a. *Full Name*
b. *Street Number*
c. *Street Direction*
d. *Street Name*
e. *Unit/Suite #*

f. *Street Type*
g. *City*
h. *State*
i. *Zip Code*

Users have the option to deactivate an Attorney Profile, as well as activate an Attorney Profile that has been deactivated.

Now you are ready to begin. There are four stages of the process:

> ***STAGE ONE:*** *Create New E-File Case*
> ***STAGE TWO:*** *Add Service(s)*
> ***STAGE THREE:*** *Summary*
> ***STAGE FOUR:*** *Pay Via LexisNexis*

1 ——— **2** ——— **3** ——— **4**
CREATE CASE ADD SERVICE SUMMARY PAY VIA LEXISNEXIS