

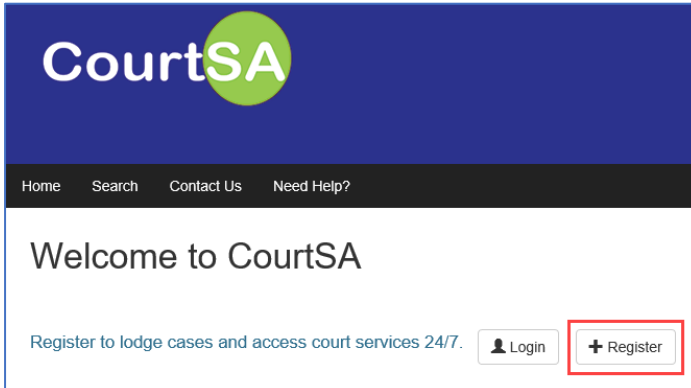
Individual - Register & Login to CourtSA

- 📌 If you are a member of a **Law Firm**, refer to the **Law Firm - Registration and Login to CourtSA** guide.

Register for a new **Individual** Account

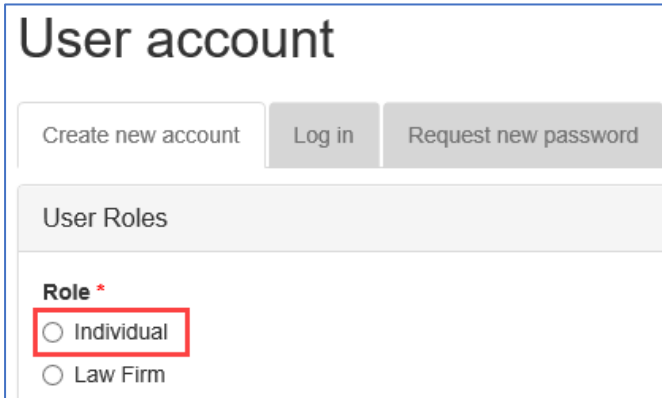
Launch CourtSA

1. Click **Register**



The screenshot shows the CourtSA homepage. The header features the CourtSA logo and navigation links: Home, Search, Contact Us, and Need Help?. Below the header, the text "Welcome to CourtSA" is displayed. A link "Register to lodge cases and access court services 24/7." is followed by two buttons: "Login" and "+ Register". The "+ Register" button is highlighted with a red box.

2. Select **Individual**



The screenshot shows the "User account" registration form. It includes three buttons: "Create new account", "Log in", and "Request new password". Below these is a "User Roles" section with a "Role *" label. Two radio button options are listed: "Individual" and "Law Firm". The "Individual" radio button is selected and highlighted with a red box.

3. Enter and Confirm your:
Email Address
First and Last Names

E-mail *

Confirm e-mail address *

Please re-type your e-mail address to confirm it is accurate.

Personal Information

First Name *

Please enter your first name

Last Name *

Please enter your Last Name

4. **Read and Tick the box to Agree with the Terms**

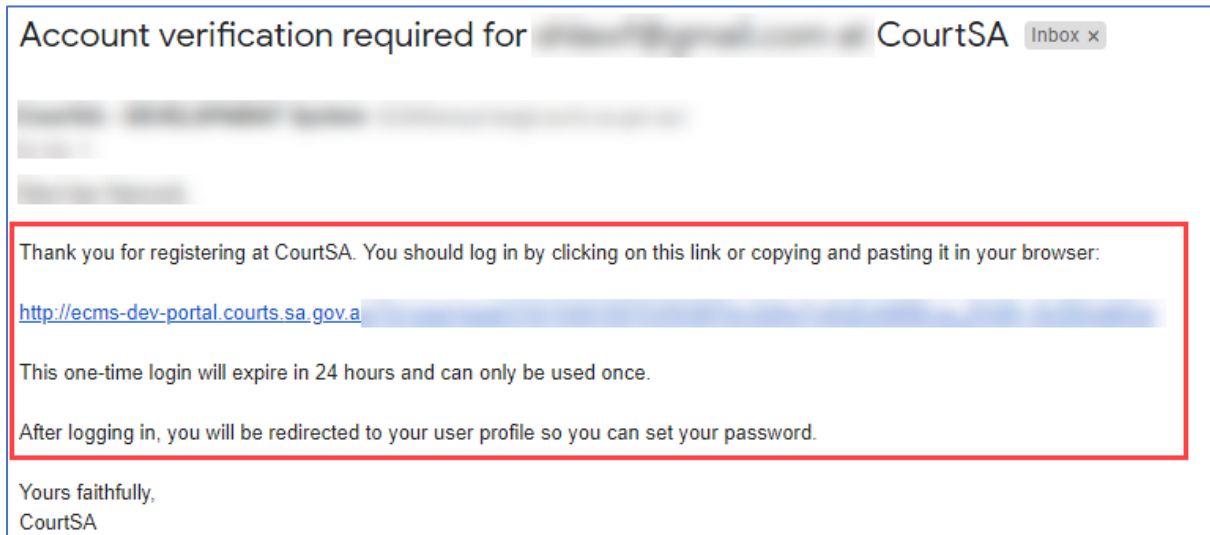
I agree with these terms. *

Create new account

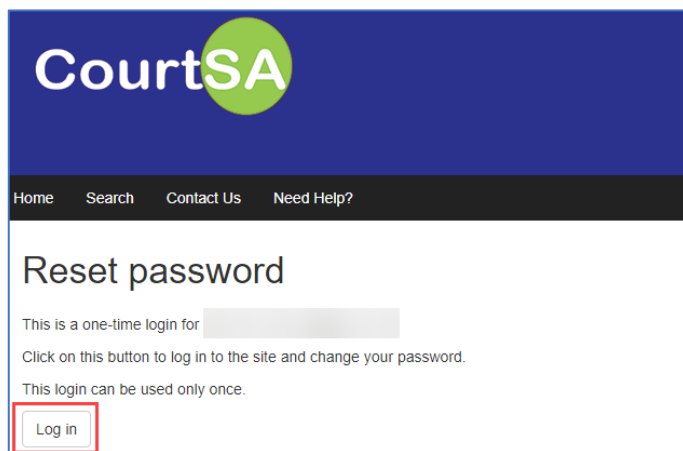
5. The system will alert you to check your email inbox for a verification link.
📧 The link in the email will expire 24 hours after you've clicked **Create new account**.

Thank you for your registration. You will shortly receive an email containing a verification link that you must use before proceeding with CourtSA. This link can only be used once and will expire in 24 hours. [x](#)

6. Check your email for subject: **Account verification required for (your email) at CourtSA.**
7. Follow the instructions in the email by **clicking on the link provided or copying and pasting the link into your web browser.**



8. CourtSA will load with instructions. Click on the **Log in** button.



9. The system will alert you to change your password.

My Account

You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password.

10. Enter your desired **password** and **confirm** it.

11. Click **Save**.

Password

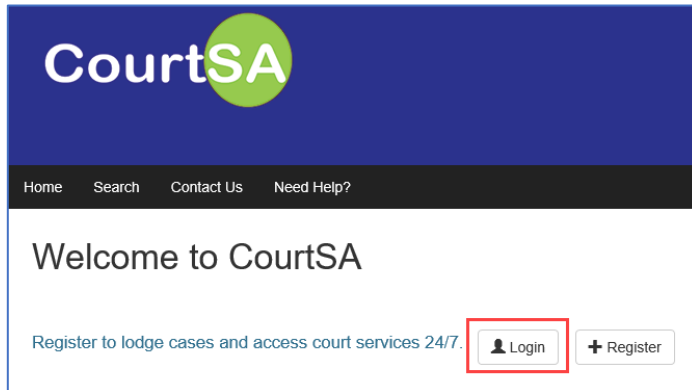
Confirm password

Save

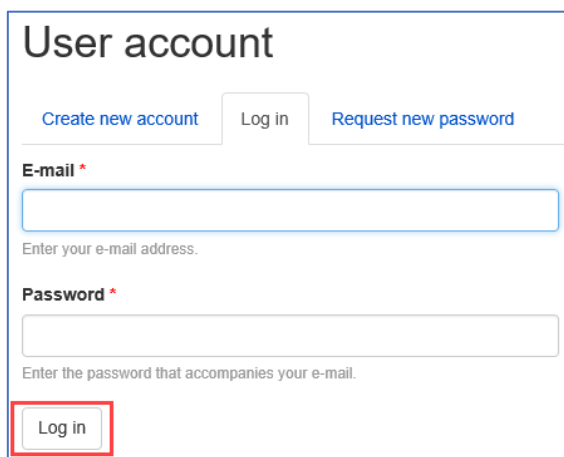
You have now completed the CourtSA registration.

Login to CourtSA

1. Launch CourtSA
2. Click **Login**



3. Enter the **E-mail** and **Password** you used when registering for a CourtSA account.
4. Click **Log in**

A screenshot of the "User account" login form. The form has a title "User account" and three tabs: "Create new account", "Log in", and "Request new password". Below the tabs are two input fields: "E-mail *" and "Password *". The "E-mail" field has a placeholder text "Enter your e-mail address." and the "Password" field has a placeholder text "Enter the password that accompanies your e-mail." Below the password field is a "Log in" button, which is highlighted with a red rectangular box.

You have now successfully logged into CourtSA.

5. You can log out of CourtSA at any time by clicking the **Log out** button.

