

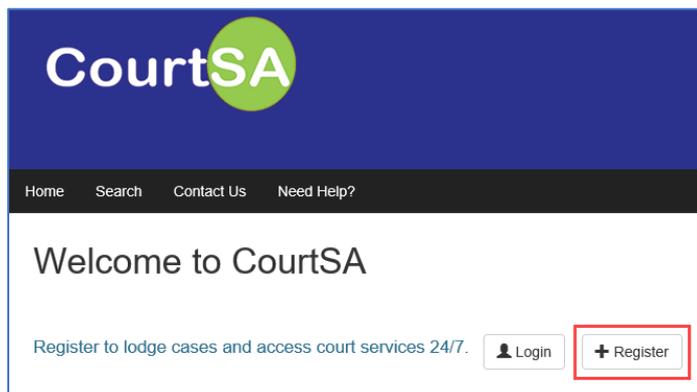
Law Firm - Register & Login to CourtSA

- ⚠ If you are **not** a member of a Law Firm (ie: you are an individual), refer to the **Individual - Registration and Login to CourtSA** guide.
- ⚠ Each **Law Firm** should register **one account only per firm**. After an account is created, share the login details with all members of the firm as desired.

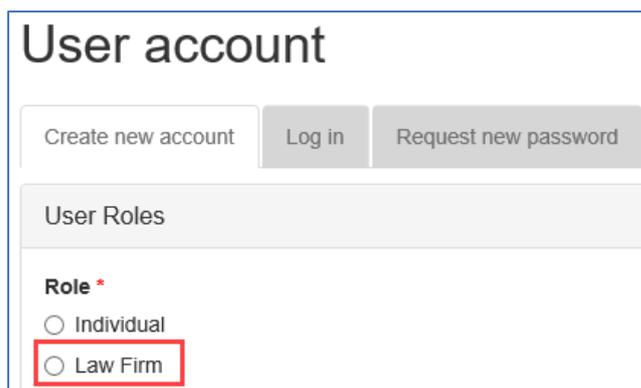
Register for a new **Law Firm** Administration Account

Launch CourtSA

1. Click **Register**



2. Select **Law Firm**

A screenshot of the "User account" registration form. At the top, there are three buttons: "Create new account", "Log in", and "Request new password". Below these is a section titled "User Roles". Under "User Roles", there is a "Role *" label and two radio button options: "Individual" and "Law Firm". The "Law Firm" radio button is selected and highlighted with a red rectangular box.

3. Enter and Confirm your:

Email Address

Organisation Name (Law Firm Name)

First and Last Names of the Law Firm admin / Office admin person.

- ⚠ **IMPORTANT** - Use the **email address** that you have registered with you **LCODE**. If unsure, contact the Law Society to confirm or update your details.

E-mail *

A valid e-mail address. This e-mail address is not made public and will only be used if you wish to receive a new password for CourtSA.

Confirm e-mail address *

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

Organisation

Organisation Name

Please enter the organisation name.

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

- The system will alert you to check your email inbox for a verification link.
 - The link in the email can be used once only and 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.

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

Account verification required for [redacted] CourtSA Inbox x

[redacted]

[redacted]

Thank you for registering at CourtSA. You should log in by clicking on this link or copying and pasting it in your browser:

<http://ecms-dev-portal.courts.sa.gov.a> [redacted]

This one-time login will expire in 24 hours and can only be used once.

After logging in, you will be redirected to your user profile so you can set your password.

Yours faithfully,
CourtSA

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

CourtSA

Home Search Contact Us Need Help?

Reset password

This is a one-time login for [redacted] and will expire on *Tue*, [redacted]

Click on this button to log in to the site and change your password.

This login can be used only once.

Log in

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

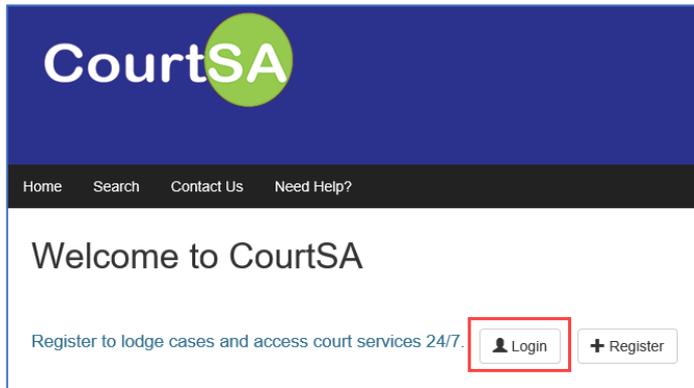
Save

You have now completed the CourtSA registration.

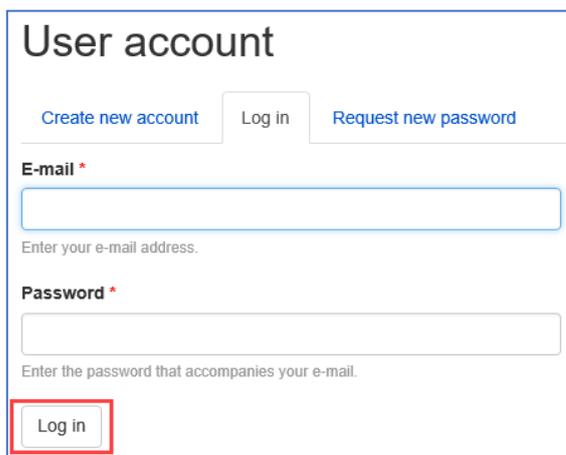
- 📌 Refer to the **How to Reset your Password** guide to update your password details.

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. At the top, there are three buttons: "Create new account", "Log in", and "Request new password". Below these 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." At the bottom of the form, there 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.

