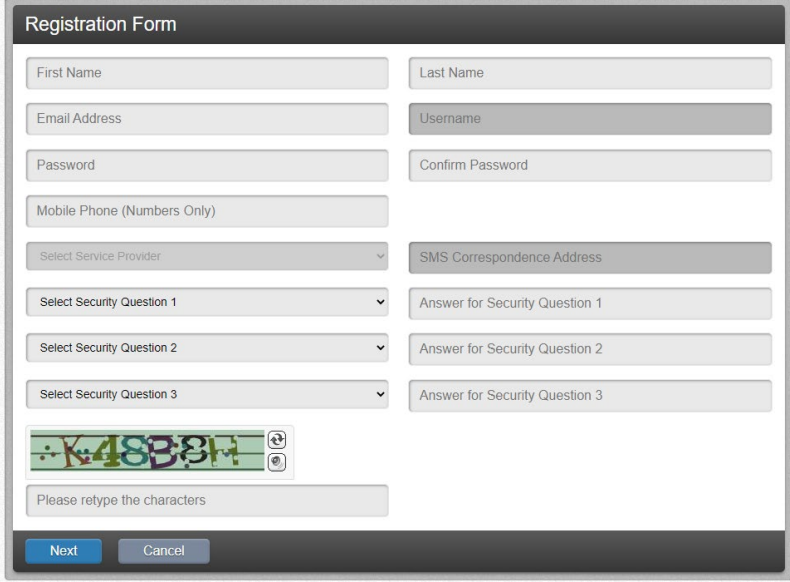


Registering For Portal

1. Navigate to the Jefferson TX portal site
<https://portal-txjefferson.tylertech.cloud/Portal/>
2. Click on the **Register / Sign In** hyperlink on the top right and select **Register**



The image shows a 'Registration Form' with the following fields and options:

- First Name (text input)
- Last Name (text input)
- Email Address (text input)
- Username (text input)
- Password (text input)
- Confirm Password (text input)
- Mobile Phone (Numbers Only) (text input)
- Select Service Provider (dropdown menu)
- SMS Correspondence Address (text input)
- Select Security Question 1 (dropdown menu)
- Answer for Security Question 1 (text input)
- Select Security Question 2 (dropdown menu)
- Answer for Security Question 2 (text input)
- Select Security Question 3 (dropdown menu)
- Answer for Security Question 3 (text input)
- A CAPTCHA image showing the characters '4833H'.
- Please retype the characters (text input)
- Next (button)
- Cancel (button)

3. Enter the Following:
 1. First Name
 2. Last Name
 3. Password
 4. Confirm Password
 5. Optional Mobile Phone and Select your provider
 6. Select three Security Questions and Enter the answers
 7. Type in the verification code
4. Click Next
5. Click Finish
6. A verification email has been sent to your email. You will have to click on the link to complete the registration process.
7. Following clicking the link in the email, you will be able to now log into Portal.
8. Enter your **email** and **password** to sign in.

Request Access

If you are eligible for access to additional features, select your role and complete the prompts. You can request access to a role at any time from the Welcome menu.

Select Your Role
Attorney

What's Included

- Smart Search Portlet
- Hearing Search Portlet
- Electronic Discovery

Complete the Following

Please Enter Your Bar Number

Bar Number

Home Submit

9. Use the **Select Your Role** dropdown to pick your role
 1. Enter in your **Bar** number in the two lines if using **Attorney** role
 2. Enter your **License** number in the prompt if using the **Bondsman** role
 3. Enter the **Company** you represent if using the **Title** role
10. Click the **Submit** button

You will now have to wait until Jefferson County is able to approve your user.
