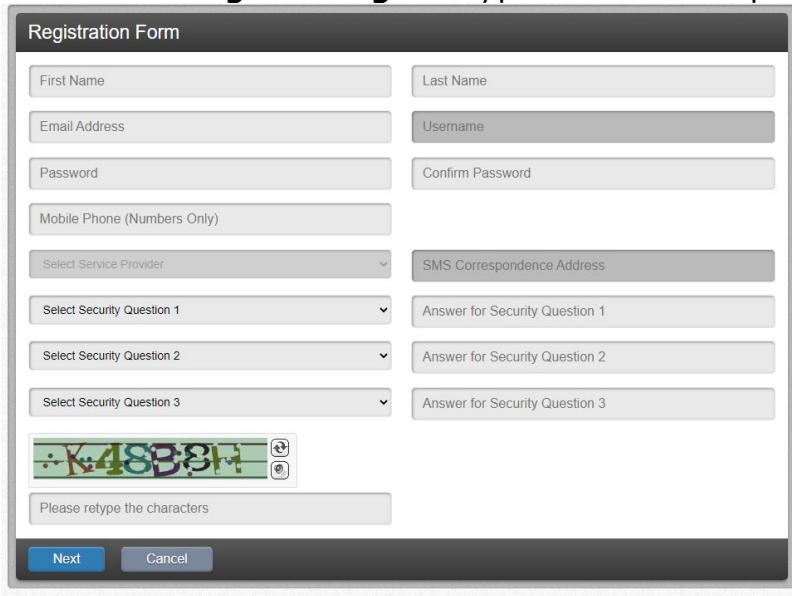


Registering For Portal

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**



A screenshot of a registration form titled "Registration Form". The form includes fields for First Name, Last Name, Email Address, Username, Password, Confirm Password, Mobile Phone (Numbers Only), Select Service Provider, SMS Correspondence Address, Select Security Question 1, Answer for Security Question 1, Select Security Question 2, Answer for Security Question 2, Select Security Question 3, Answer for Security Question 3, and a CAPTCHA field containing "OK4SB3H" with two small icons. Below the CAPTCHA is a text box for re-typing the characters. At the bottom are "Next" and "Cancel" buttons.

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.