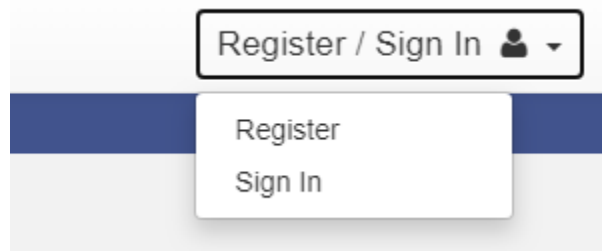
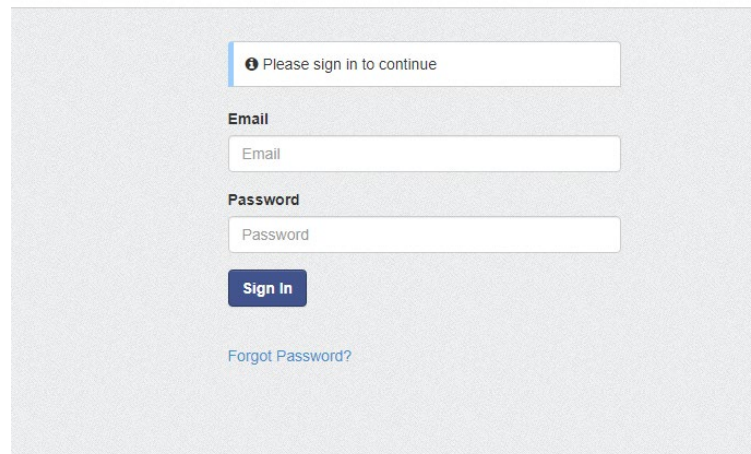

REQUESTING ACCESS FOR JEFFERSON COUNTY PORTAL WITH CURRENT OR OUT OF COUNTY PORTAL ACCOUNT

IF YOU CURRENTLY HAVE A PORTAL ACCOUNT IN OTHER COUNTIES SUCH AS CHAMBERS, BEXAR, GALVESTON, ETC. YOU DO NOT NEED TO REGISTER FOR A NEW ACCOUNT WITH US. YOU WILL JUST NEED TO SIGN INTO YOUR CURRENT ACCOUNT AND REQUEST ACCESS WITH YOUR CURRENT LOGIN INFORMATION THROUGH OUR PORTAL.

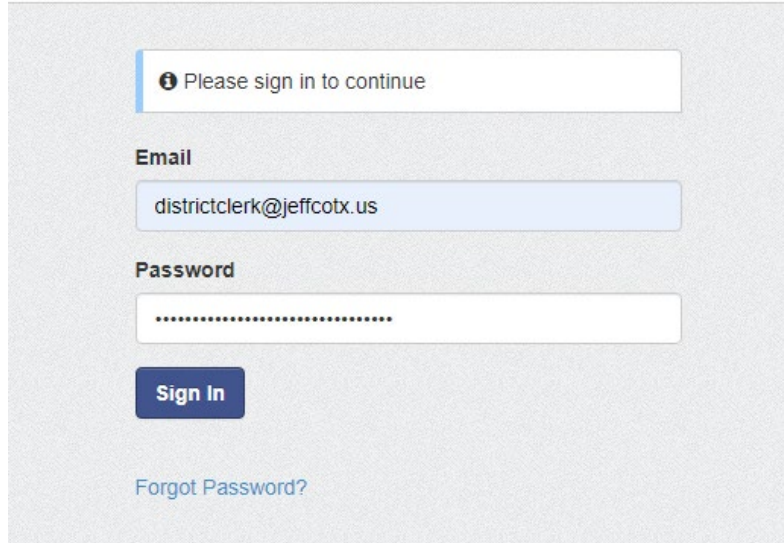
1. When you are first provided with the Home screen of the Jefferson County Portal in the top left corner the drop down menu has 'Register' or 'Sign in'



2. Remember, if you currently have an out of county portal account you click '**Sign In**'

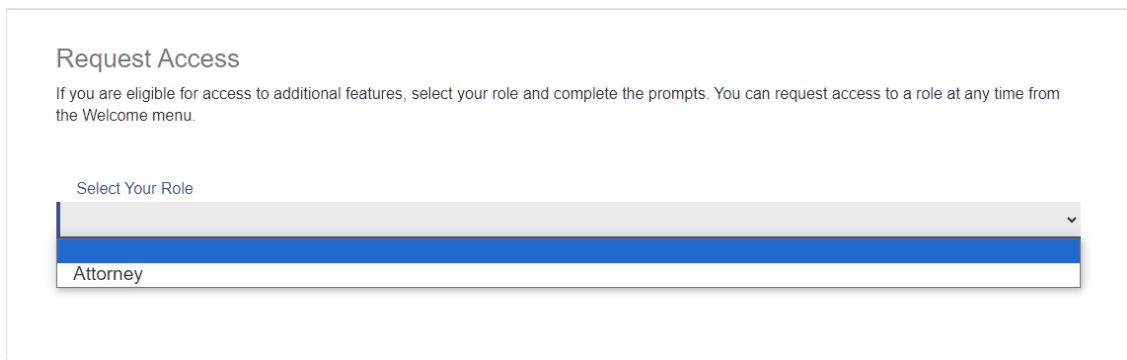
A screenshot of the Sign In form. The form is located on the Jefferson County Portal. It features a message box at the top that says "Please sign in to continue". Below the message box, there are two input fields: "Email" and "Password". Below the input fields, there is a "Sign In" button. At the bottom of the form, there is a link that says "Forgot Password?".

3. Sign In with your normal out of county portal credentials, your account will copy from the out of county portal to ours when you request access in the next step



A screenshot of a sign-in form. At the top, there is a message box with an information icon and the text "Please sign in to continue". Below this, there are two input fields: "Email" containing "districtclerk@jeffcotx.us" and "Password" containing a series of dots. A blue "Sign In" button is positioned below the password field. At the bottom left, there is a blue link that says "Forgot Password?".

4. Request the type of access you would like your account to have, once it is approved you will receive an email that your Jefferson County portal account is accessible and you are able to access our site



A screenshot of a "Request Access" form. The title "Request Access" is at the top. Below it is a paragraph of text: "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." Below the text is a dropdown menu labeled "Select Your Role". The dropdown is open, showing a list of roles with "Attorney" selected and highlighted in blue.

If you have any difficulties signing in or registering for our portal, please reach out to the District Clerks office or the Jefferson County MIS department.