

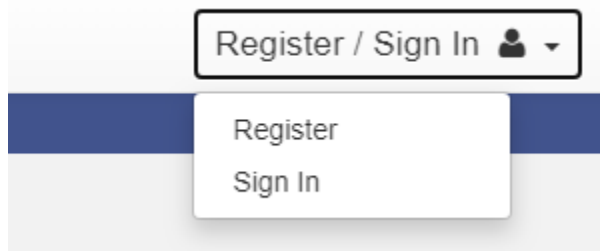
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# REQUESTING ACCESS FOR JEFFERSON COUNTY PORTAL WITH CURRENT OR OUT OF COUNTY PORTAL ACCOUNT

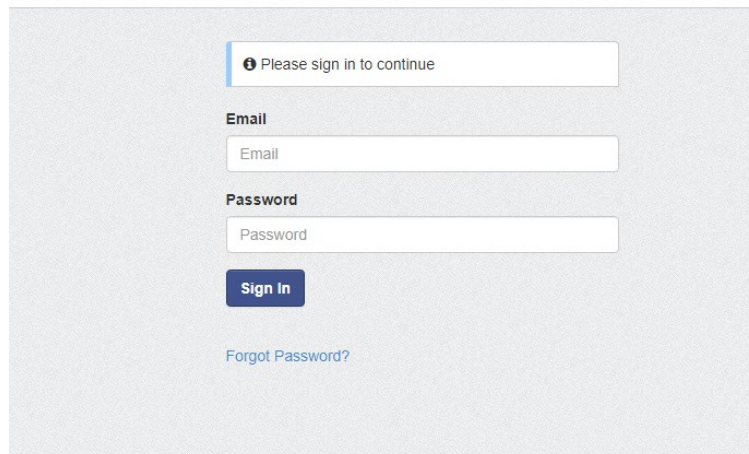
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**IF YOU CURRENTLY HAVE A PORTAL ACCOUNT IN OTHER COUNTIES SUCH AS CHAMBERS, BEXAR, GALVESTON, ETC. YOU DO NOT NEED TO REGISTER FOR A NEW ACCOUNT WITH US. YOU WILL JUST NEED TO SIGN INTO YOUR CURRENT ACCOUNT AND REQUEST ACCESS WITH YOUR CURRENT LOGIN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

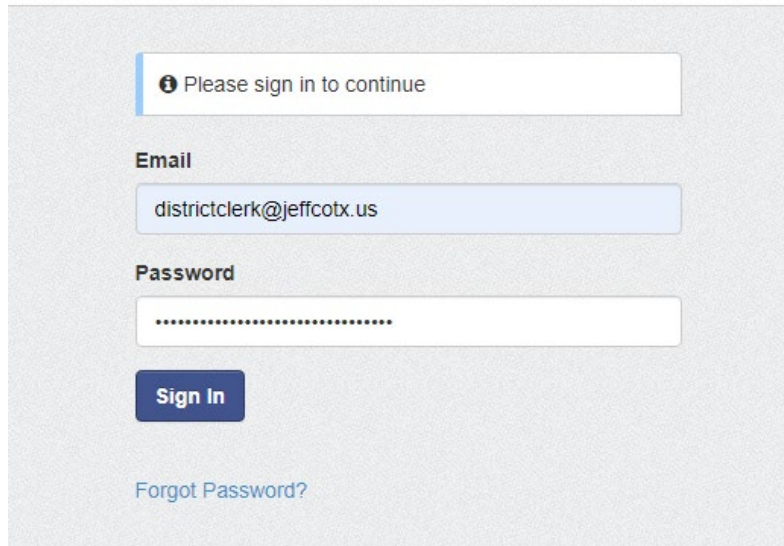
1. When you are first provided with the Home screen of the Jefferson County Portal in the top left corner the drop down menu has 'Register' or 'Sign in'



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

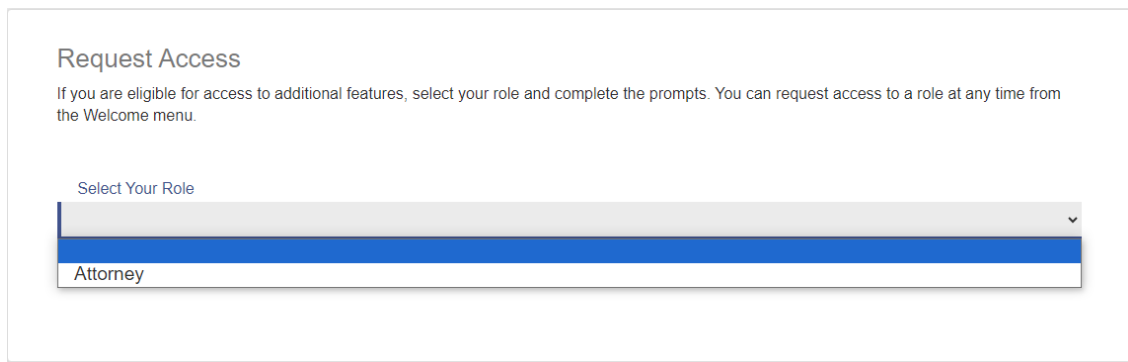
A screenshot of the sign-in form on the Jefferson County Portal. At the top, there is a message box that says 'Please sign in to continue'. Below this, there are two input fields: 'Email' and 'Password'. The 'Email' field has the placeholder text 'Email' and the 'Password' field has the placeholder text 'Password'. Below the 'Password' field is a blue '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 sign-in form with a light gray background. At the top, a white box contains an information icon and the text "Please sign in to continue". Below this, the "Email" field is labeled and contains the text "districtclerk@jeffcotx.us". The "Password" field is labeled and contains a series of dots. A blue "Sign In" button is positioned below the password field. At the bottom, 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 "Request Access" form with a light gray background. The title "Request Access" is at the top. Below it, a paragraph of text reads: "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.