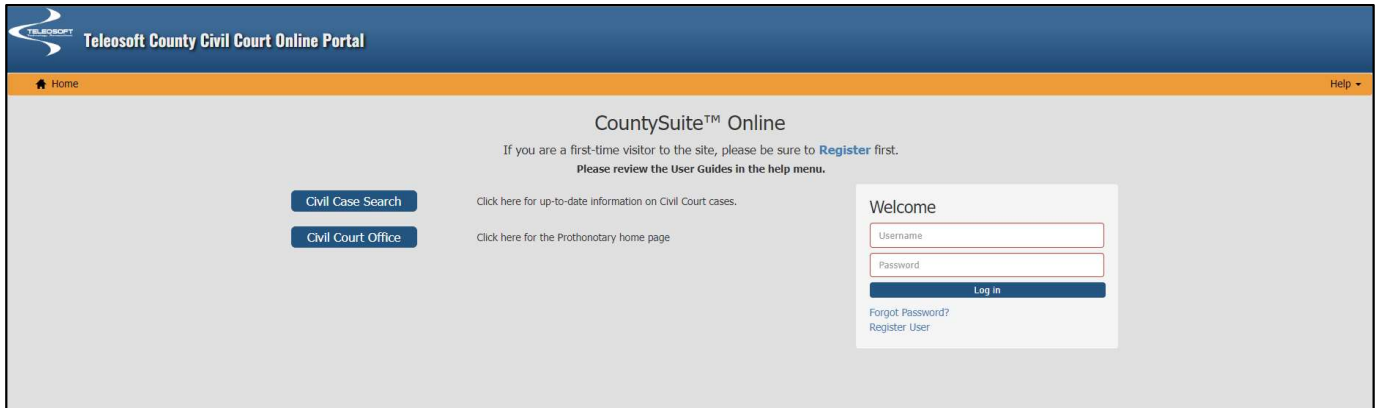




# CountySuite™ Online Register User Guide

## Home Page



To register a new user account, click on the **Register User** hyperlink in the **Welcome box**.

Step-by-step instructions to register and manage your account are provided in this document.

Welcome

Username

Password

Log in

Forgot Password?

Register User

## Register User – Step by Step Instructions

1. The Registration process begins by selecting the type of account you are creating.

If you are registering as an attorney, you will be required to enter your Bar license information.

**Register User**  
Please choose the type of account you are creating

If you are not an attorney, click **Individual / Business** to register with your own name. This option includes filing on behalf of a business.

If you are filing as an attorney representing a client, click **Attorney** to register with your full name and bar information.

2. Before proceeding to enter your account information, you will be required to accept the Terms & Conditions established by the County for use of their Online portal. Please read the Terms and Conditions and confirm your acceptance by checking the acknowledgment box and clicking Accept.

The Any County Court of Common Pleas and its related personnel disclaim all responsibility and liability for any damages, including loss of use, loss of profits, business interruption, procurement of substitute goods or services, and loss of revenues caused by any failure of performance, error, omission, interruption, deletion, defect, delay in operation or transmission of information or data, communication line failure, computer virus, theft, destruction, unauthorized access or alteration regardless of whether for negligence, breach of contract, or any other cause of action. The Any County Court of Common Pleas and its related personnel make no representation as to the accuracy, adequacy, completeness, legality, reliability or usefulness of any information. All warranties of any kind, express or implied, including but not limited to the implied warranties of merchantability, fitness for a particular purpose, freedom from contamination by computer viruses or hackers and non-infringement of proprietary rights are disclaimed.

Recent entries made in the court offices may not be immediately reflected on this site. Secure login accounts may be deactivated due to a lack of use for a minimum period of time and will need to be re-activated.

**I hereby acknowledge that I have reviewed the terms and conditions and all policies set forth by the Any County Court of Common Pleas to allow the use of this system.**

3. Enter your account information as requested. The red asterisk\* indicates required fields.

- **Information:** Enter your name and e-mail. The Email will be used to communicate with you about your registration and online transactions. Each registered user must use a unique Email. If your selected Email is being used by another registered user, you will be prompted to select another Email.

**Information**

Last Name/Business Name *	Email *
<input type="text"/>	<input type="text"/>
First Name	Middle Name
<input type="text"/>	<input type="text"/>

- **Attorney Information:** If you are an attorney, you *must* enter your Attorney Type, Bar Number and State of License. You *may* also be required to enter the license Registration and Expiration dates.

**Attorney Information**

Type *	Registration Date *	Attorney Bar Number *
<input type="text" value="Domestic"/>	<input type="text"/>	<input type="text"/>
	Expiration Date *	State License *
	<input type="text"/>	<input type="text" value="CA"/>

- **Address Information:** Enter you mailing address.

**Address Information**

**Mailing Address**

Address 1 *		
<input type="text" value="2870 Eastern Boulevard"/>		
Address 2		
<input type="text"/>		
City *	State *	Postal Code *
<input type="text" value="York"/>	<input type="text" value="PA"/>	<input type="text" value="17403"/>

- **Security Log In Information:** Enter your Username and Password and select two Secret Questions to be used in the event you lose access to your account. Please record the questions and answers you picked in a secure location. If your selected Username is being used by another registered user, you will be prompted to select another name.

- **Review and Complete Registration:** Once you have completed all the required fields, select the “Review and Complete Registration” button.

**Security Log in Information**

Username \*  
Password \*  
Confirm password \*

Secret Question #1 \*  
What was the last name of your favorite teacher?

Secret Answer #1 \*  
Secret Question #2 \*  
What was the last name of your favorite teacher?

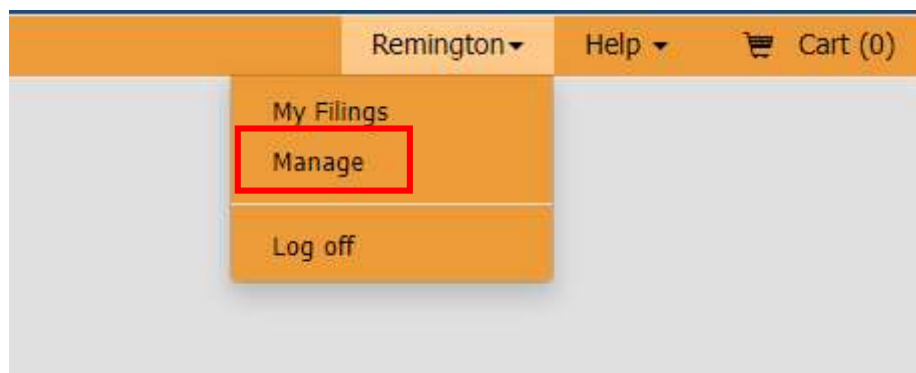
Secret Answer #2 \*


\* Passwords must be at least 8 characters long and contain 1 upper, 1 lower, 1 numeric and 1 special character.

Review and Complete Registration ➤

You will have the opportunity to review all the information you entered before submitting your registration. You may print this information if you wish or save it for your own records. After submitting your registration, you will receive an email which contains a hyperlink to confirm your E-mail and open a log in page to log into your account.

**Adding Payment Method:** To add a payment method, log into your account, go to the Account drop down and select Manage to open your account details and scroll down to the Payment Information section. *The Portal accepts credit card payments only.*



In the Payment Information section select the green add button  to open the Add Payment Method window. Enter your credit card information, select OK and Close to save your payment method.

**If you are logging into your account for the first time, you must first set up at least one valid Payment Method before using the online services provided by the County.**

## Log Off

Select Log off from the Account drop down list.