

## Help Card #1

# eCourts - How do I register as an Individual?

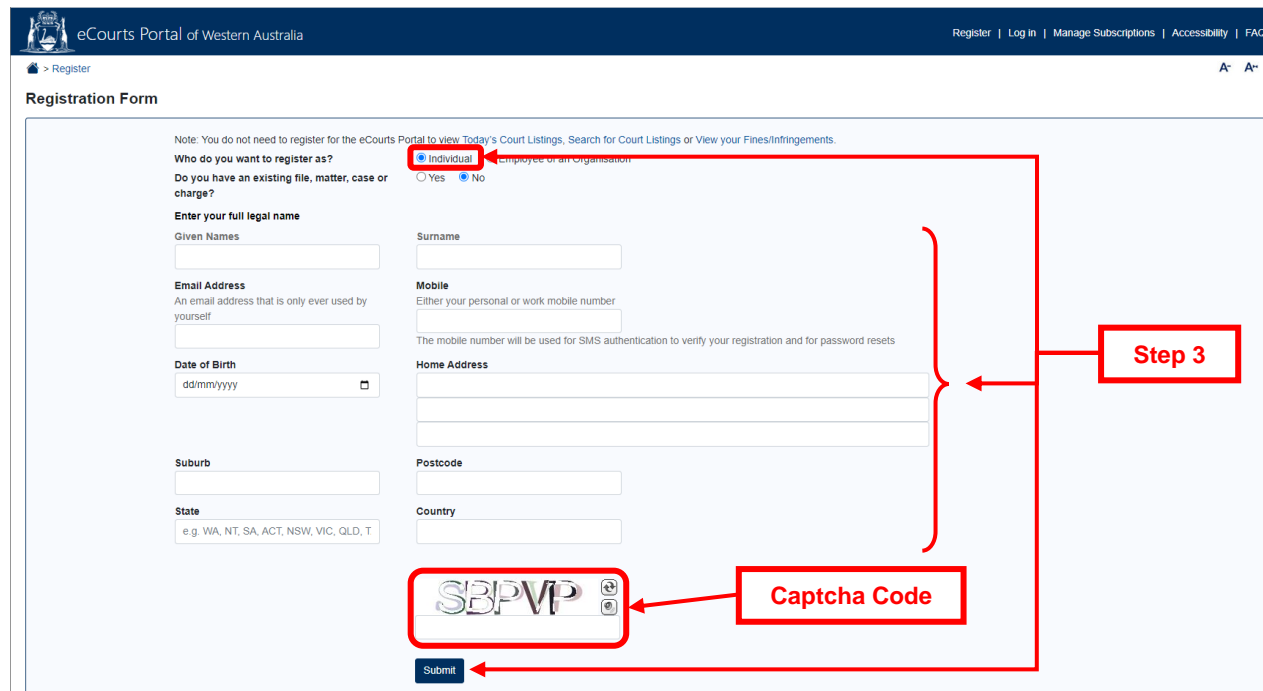
This will help you register as an individual on the eCourts portal. If you are registering as an organisation use [Help Card #2](#)

**STEP 1:** Open the eCourts Portal - [eCourts Portal Home - eCourts Portal \(justice.wa.gov.au\)](#)

**STEP 2:** Select '**Register**' from the blue bar at the top of the page.



**STEP 3:** Registering as an '**Individual**'. Select '**Individual**' under '**Who do you want to register as?**' and complete the remaining fields, enter the Captcha Code and click '**Submit**'.



eCourts Portal of Western Australia

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> Register

### Registration Form

Note: You do not need to register for the eCourts Portal to view Today's Court Listings, Search for Court Listings or View your Fines/Infringements.

Who do you want to register as?  
 Individual  Employee of an Organisation

Do you have an existing file, matter, case or charge?  
 Yes  No

Enter your full legal name

Given Names

Surname

Email Address  
An email address that is only ever used by yourself

Mobile  
Either your personal or work mobile number

The mobile number will be used for SMS authentication to verify your registration and for password resets

Date of Birth  
dd/mm/yyyy

Home Address

Suburb

Postcode

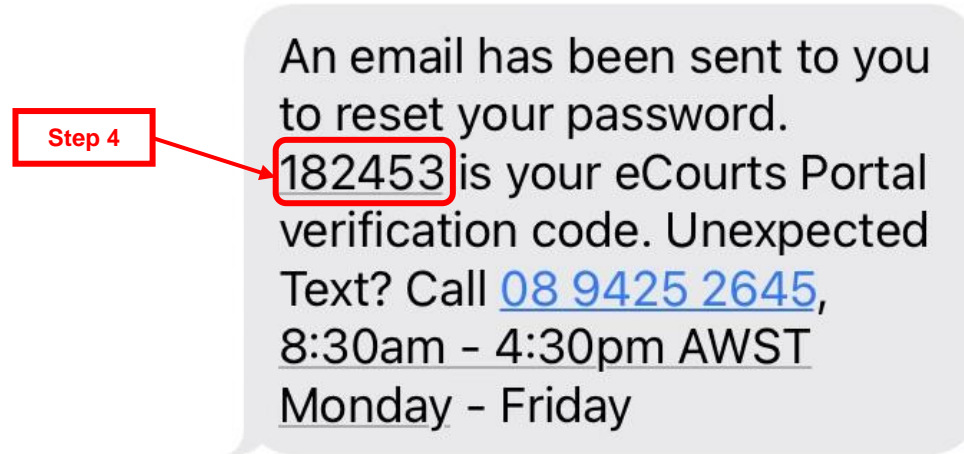
State  
e.g. WA, NT, SA, ACT, NSW, VIC, QLD, T

Country

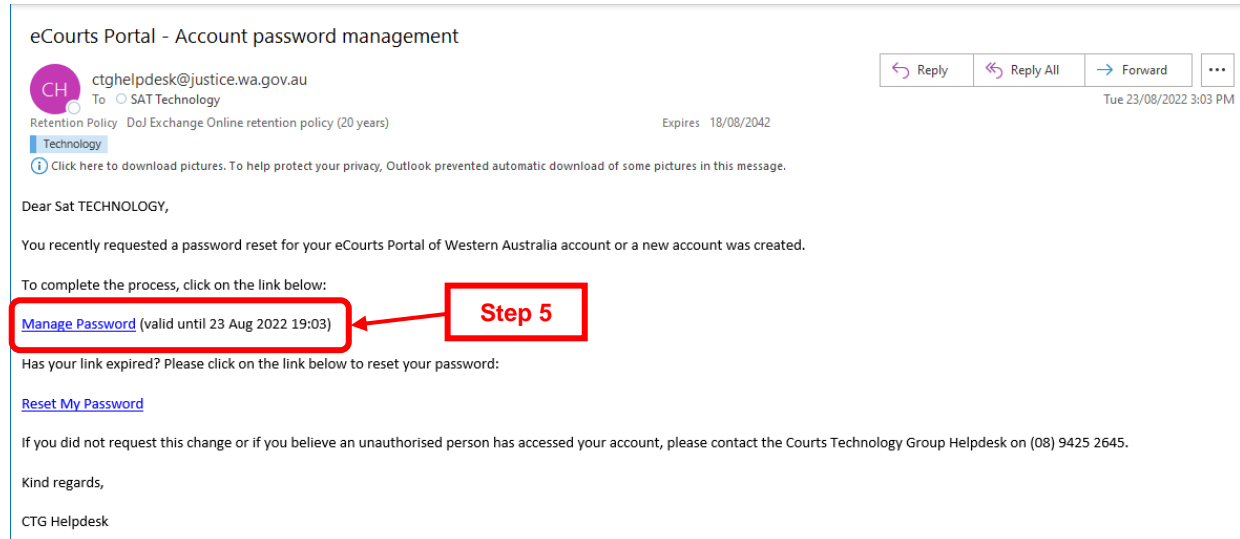
Captcha Code: SBPVP

Submit

**STEP 4:** A text message will be sent to your nominated mobile number with a verification code. Note down this code.



**STEP 5:** An email will also be sent to your nominated email address. Open the email and click '**Manage Password**'.



**STEP 6:** Create a password and enter the verification code you received via text message and click 'Create Password'.

The screenshot shows the 'Create user password' form on the eCourts Portal of Western Australia. The form is titled 'Create user password' and includes the instruction 'Use the form to create your password'. The form contains the following fields and elements:

- Email:** A text input field containing 'sat.technology@justice.wa.gov.au'.
- New password:** A text input field.
- Confirm new password:** A text input field.
- SMS verification code:** A text input field.
- Buttons:** A 'Create Password' button at the bottom left.
- Messages:** A light blue message box at the top stating 'Password must be a minimum of fourteen characters. Can include words, numbers and special characters. Can be a phrase. Cannot contain your given name, surname or email address'. Another light blue message box at the bottom states 'Use the Forgot Password link to generate another verification code if the SMS is not received after two minutes.'.
- Annotations:** A red box labeled 'Step 6' has arrows pointing to the 'New password', 'Confirm new password', and 'SMS verification code' fields, and the 'Create Password' button.

**STEP 7:** Your account has been created and you will be directed to login.