

## Help Card #7

# eCourts - How do I register as an Individual with an existing matter?

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

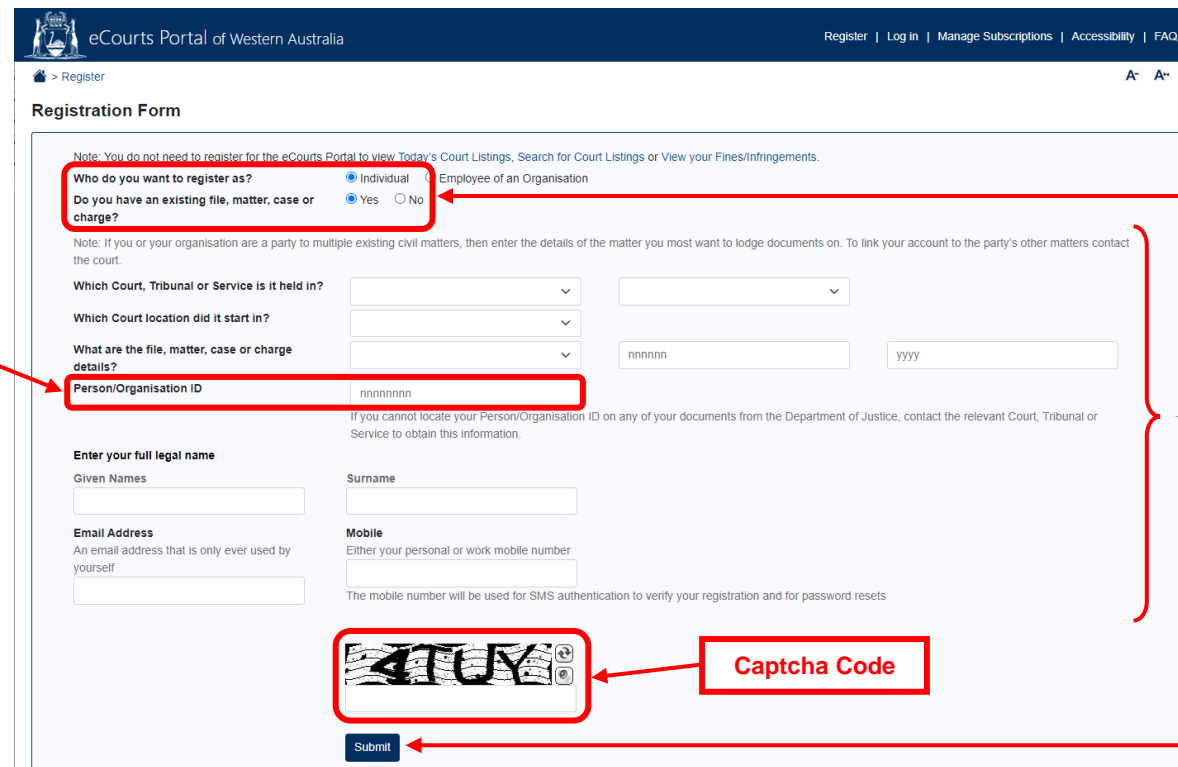
**STEP 1:** Open the eCourts Portal - [eCourts Portal Home - eCourts Portal \(justice.wa.gov.au\)](#)

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



**STEP 3:** Registering as an 'Individual' with an existing matter. Select 'Individual' under 'Who do you want to register as?' and 'Yes' under 'Do you have an existing file, matter, case or charge'. Complete the remaining fields, enter the Captcha Code and click 'Submit'.

Check your 'Notice of Hearing' for your 'Person/Organisation ID' which will be located under the letterhead. If you still require assistance, please contact SAT on 9219 3111

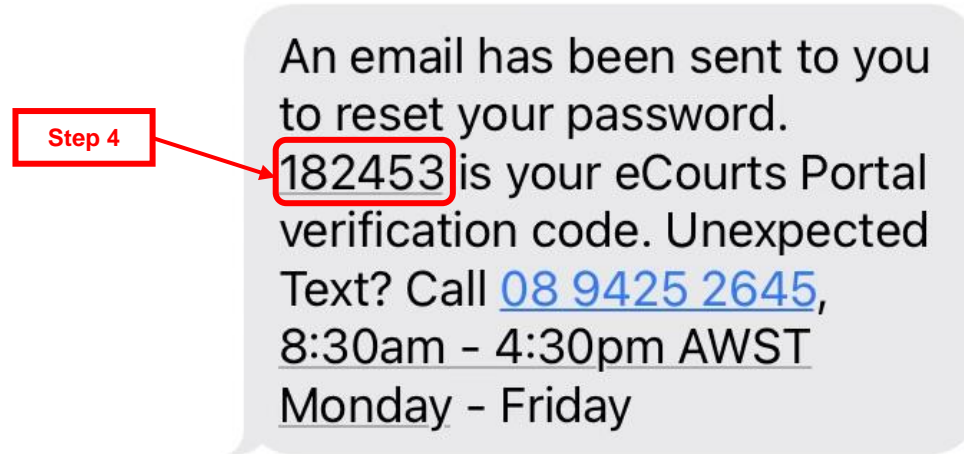


The screenshot shows the "Registration Form" on the eCourts Portal. The form includes the following fields and instructions:

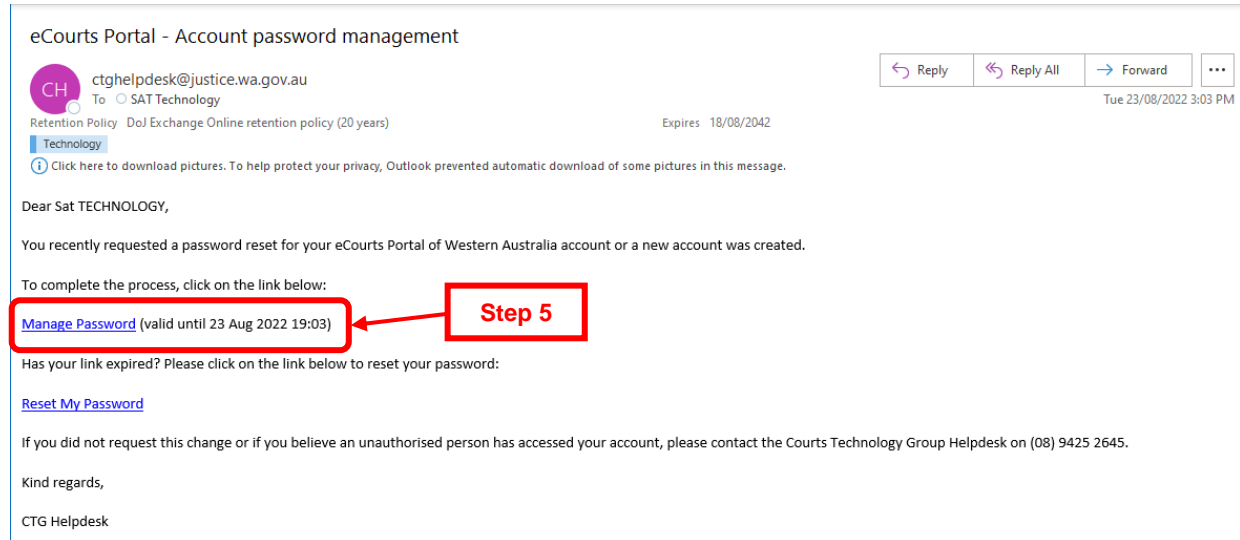
- Who do you want to register as?** Radio buttons for "Individual" (selected) and "Employee of an Organisation".
- Do you have an existing file, matter, case or charge?** Radio buttons for "Yes" (selected) and "No".
- Note:** "If you or your organisation are a party to multiple existing civil matters, then enter the details of the matter you most want to lodge documents on. To link your account to the party's other matters contact the court."
- Which Court, Tribunal or Service is it held in?** Two dropdown menus.
- Which Court location did it start in?** A dropdown menu.
- What are the file, matter, case or charge details?** A dropdown menu, a text field with "nnnnnn", and a text field with "yyyy".
- Person/Organisation ID** A text field with "nnnnnnnn".
- Enter your full legal name** Fields for "Given Names" and "Surname".
- Email Address** A text field with the instruction "An email address that is only ever used by yourself".
- Mobile** A text field with the instruction "Either your personal or work mobile number".
- Captcha Code** A field containing a captcha image with the code "4TUUY".
- Submit** A button at the bottom of the form.

Red boxes and arrows highlight the "Who do you want to register as?" and "Do you have an existing file, matter, case or charge?" sections, the "Person/Organisation ID" field, the "Captcha Code" field, and the "Submit" button. A "Step 3" label is also present on the right side of the form.

**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 password input field.
- Confirm new password:** A password 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.