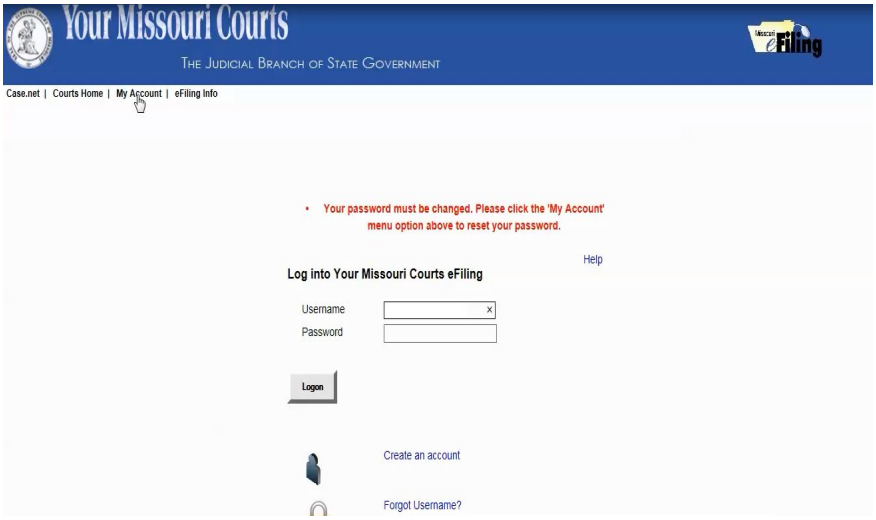
Procedure for Group Administrator Account Registration

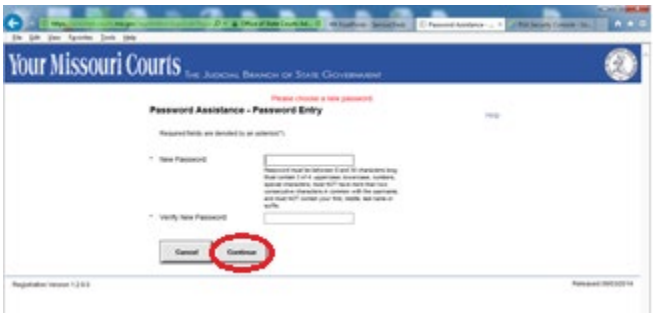
1. As group administrator you will receive an e-mail from the Office of State Courts Administrator's Security unit containing a username, password and group personal identification number (PIN). You will also be provided a Procedure Packet for your group users: this will include a registration link and a URL link to assist your users in the registration and group association process.
   Note: Your username cannot be updated. Your password and PIN can be updated.
2. Open up a web browser and go to https://www.courts.mo.gov/registration.
3. Enter the username and password provided in the e-mail.
4. Click <**Logon**>



5. You will be prompted to change your password.



6. Enter new password and verify new password, click <**Continue**>.



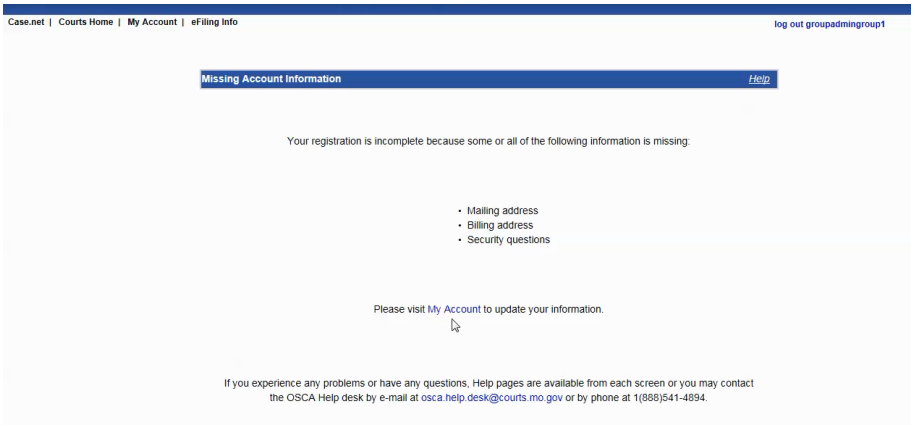
7. You will be directed to the Login page that says "***Password has been successfully reset***"



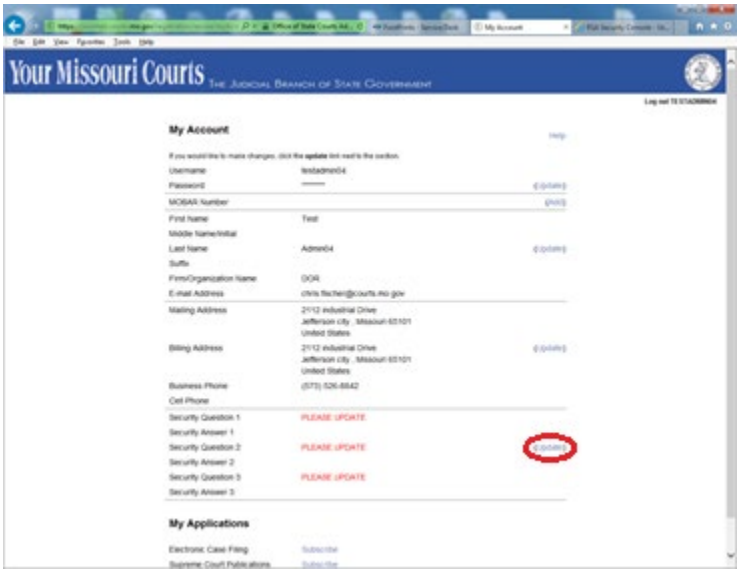
8. Type in your username and new password.
9. Click <**Logon**>



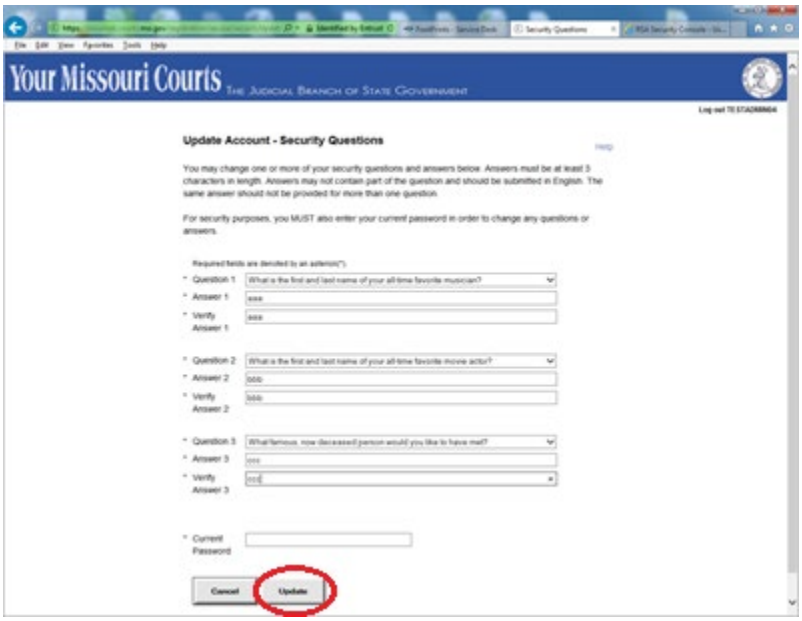
You will be directed to the Missing Information Page, select the My Account link located in the middle of the screen.



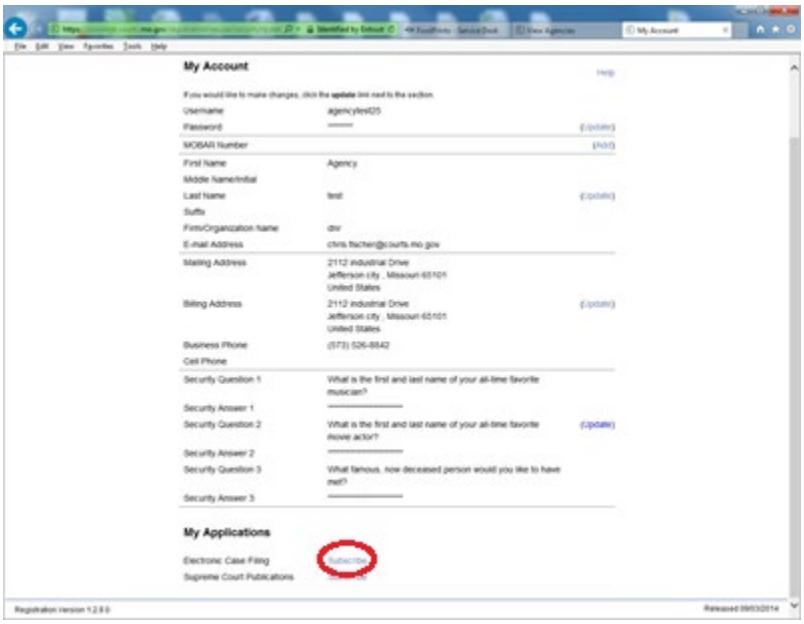
10. Update all information that says 'Please Update' by clicking <**Update**>.



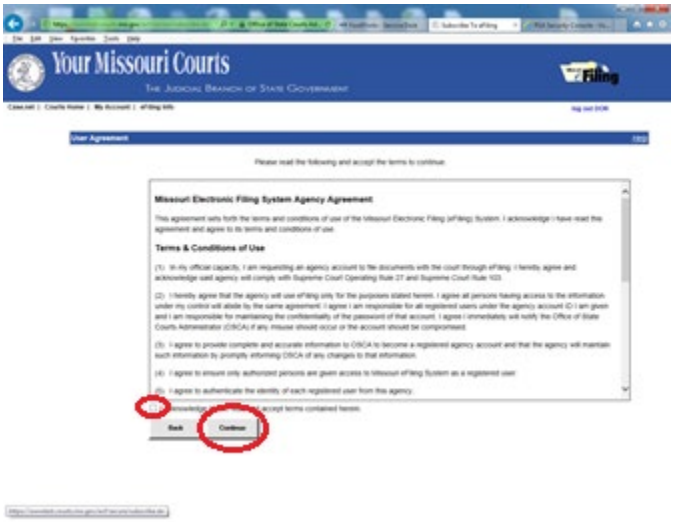
11. Answer the security questions, then enter your new password and click <**Update**>.



12. Click <**Subscribe**> next to Electronic Case Filing under My Applications.



13. You will be directed to the User Agreement screen. Read the Agreement, check mark the acknowledge box and click <Continue>.

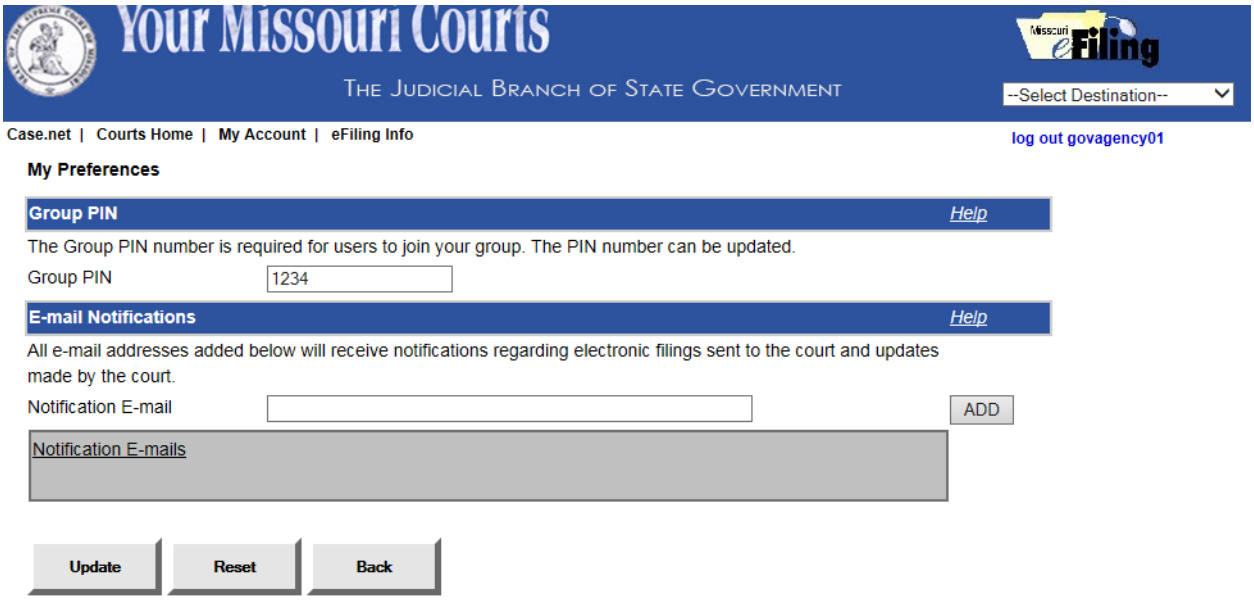


14. You have completed the registration process and will be directed to the Group Administrator Menu.

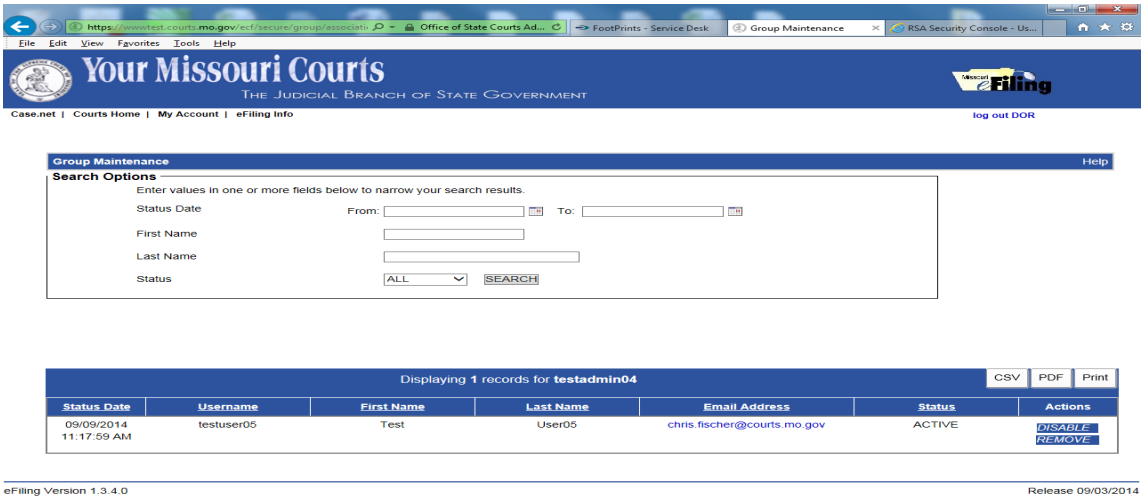


My Preferences is where you will update your group PIN. The group PIN is required for users to join your group. It is recommended that you update your PIN often and when a user has been disabled or removed from your group.

Note: As group administrator you will be automatically carbon copied on any e-mails sent to your group users by the court.



Group Maintenance is where you will manage all of your group users. You will be able to remove and disable users. If you remove a user they will no longer be associated to your group. When you disable a user they will still be associated to your group but will not be able to file until you activate the user. Users will be notified via e-mail when they are removed from your group but not when they are disabled. When the disabled user logs on they will be notified that they have been disabled from the group.



As group administrator you will need to provide the following to your group users so they can register and be associated to your group:

1. Instruction Packet provided by OSCA Security (this is a step-by-step process about how to register). The attachment is called “PROCEDURE FOR GROUP USERS.docx.”
2. URL link for Group Association (this will be provided to you by OSCA Security).
3. Group PIN (this is required for group users to be a part of your group).