

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>



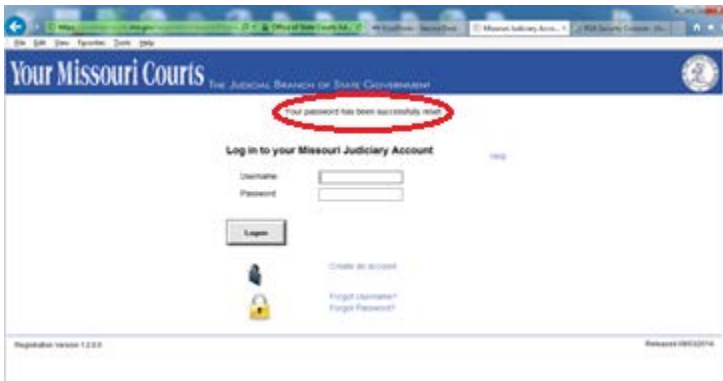
5. You will be prompted to change your password.



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



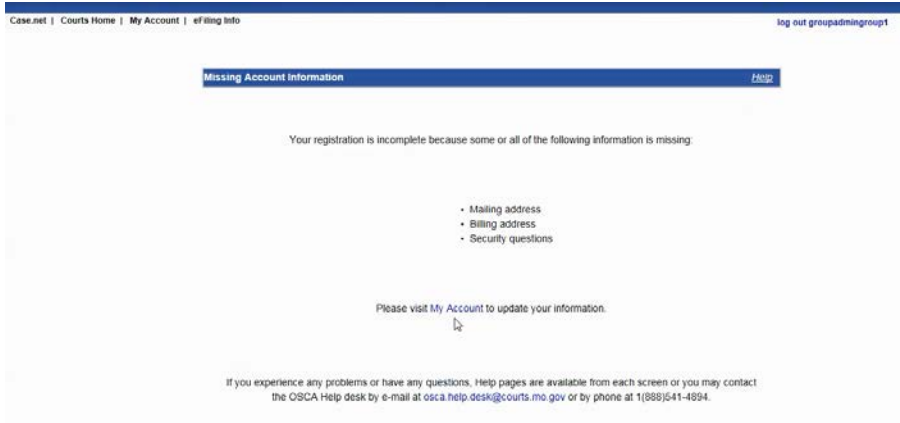
7. You will be directed to the Login page that says “**Password has been successfully reset**”



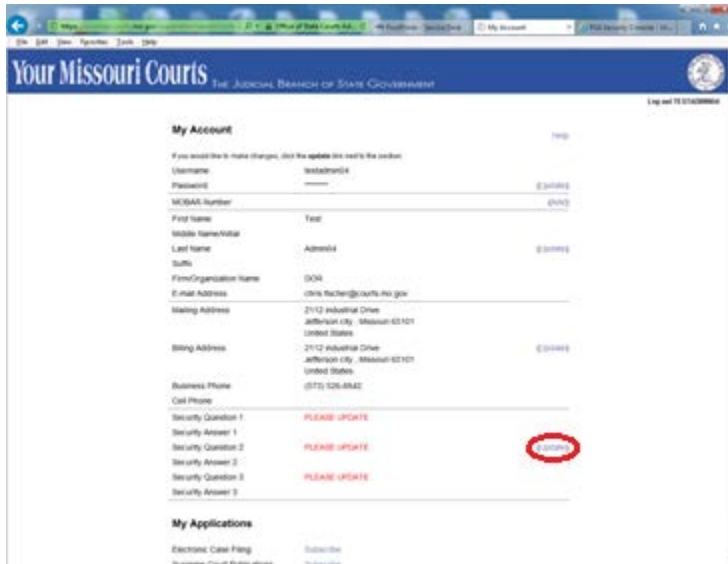
8. Type in your username and new password.
9. Click <Logon>



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



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



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

Your Missouri Courts THE JUDICIAL BRANCH OF STATE GOVERNMENT

Update Account - Security Questions

You may change one or more of your security questions and answers below. Answers must be at least 3 characters in length. Answers may not contain part of the question and should be submitted in English. The same answer should not be provided for more than one question.

For security purposes, you **MUST** also enter your current password in order to change any questions or answers.

Required fields are denoted by an asterisk(*)

Question 1: What is the first and last name of your all-time favorite musician?
Answer 1: jess
Verify Answer 1: jess

Question 2: What is the first and last name of your all-time favorite movie actor?
Answer 2: jess
Verify Answer 2: jess

Question 3: What famous, now deceased person would you like to have met?
Answer 3: jess
Verify Answer 3: jess

Current Password: _____

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

My Account

You would like to make changes. Click the update link next to the section.

Username	agencytest	[update]
Password	*****	[update]
MOBAR Number		[edit]
First Name	Agency	
Middle Name/Initial		
Last Name	test	[update]
Suffix		
Firm/Organization Name	dnr	
E-mail Address	chris.fischer@courts.mo.gov	
Mailing Address	2112 Industrial Drive Jefferson City, Missouri 65101 United States	
Billing Address	2112 Industrial Drive Jefferson City, Missouri 65101 United States	[update]
Business Phone	(573) 526-8842	
Cell Phone		
Security Question 1	What is the first and last name of your all-time favorite musician?	
Security Answer 1	_____	
Security Question 2	What is the first and last name of your all-time favorite movie actor?	[update]
Security Answer 2	_____	
Security Question 3	What famous, now deceased person would you like to have met?	
Security Answer 3	_____	

My Applications

Electronic Case Filing	<input type="button" value="Subscribe"/>
Supreme Court Publications	<input type="button" value="Subscribe"/>

Registration Version 1.2.3.4 Released 06/15/2014

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



15. 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.

My Preferences

Group PIN [Help](#)

The Group PIN number is required for users to join your group. The PIN number can be updated.

Group PIN

E-mail Notifications [Help](#)

All e-mail addresses added below will receive notifications regarding electronic filings sent to the court and updates made by the court.

Notification E-mail

[Notification E-mails](#)

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.

Group Maintenance [Help](#)

Search Options

Enter values in one or more fields below to narrow your search results.

Status Date From: To:

First Name

Last Name

Status

Displaying 1 records for testadmin04

Status Date	Username	First Name	Last Name	Email Address	Status	Actions
09/09/2014 11:17:59 AM	testuser05	Test	User05	chris.fischer@courts.mo.gov	ACTIVE	DISABLE REMOVE

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).