

	<b>How to Create and Maintain an eFiling Account</b>	<b>How to Create and Maintain an eFiling Account</b>
		<b>Paperless Solutions Case Management System</b>

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## 1 Login Screen

When logging into the eFiling website, you will see the Login Screen. At the bottom of the Login, click on “Register as a new user”

### Login

#### Account Information

User name

Password

Remember me?

or [continue as guest](#)

[Forgot username or password](#)

You can register as an Attorney, or Pro-se. You must enter a valid email address that you must verify.

### Register

Are you an attorney licensed in Pennsylvania?

Yes  No

AOPC Number: 123456 [change](#)

Enter your email address below and an email will be sent with a validation code to verify your email address and continue the registration process.

Email Address

## 2 Register Screen

Enter the email address you wish to register with, and then click “Send Verification Email”

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## Register

Enter your email address below and a verification email will be sent to validate your email address and continue the registration process.

Registration e-mail validation codes are valid for 90 minutes. After that, you will need to submit a request for a new validation code.

Email Address




### 3 Verification Email

You will receive an email with a hyperlink. When you click on the hyperlink, it will validate your email address.

Thank you for registering. Click the link below to validate your email address and continue with the registration process. If clicking the link does not work, please copy and paste the link into your browser.

<https://qa.psimage.com/montco/psi/register?emailAddress=test4registrationdoc%40gmail.com&validationCode=213211>

### 4 User name and Password

You will be prompted to create a user name and password. This username will be used when logging into your profile, both for eFiling and to access documents from the Viewer.

## Register

Your email address has been verified. Enter a username and password to finish.

Email Address: test4registrationdoc@gmail.com

User name

Password

Confirm Password




Click Finish, and your account has been created.

### 5 Confirmation Page

This page confirms your registration has been completed. Clicking continue will bring you back to the login screen so you can enter your new user name and password.

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## Register

Your new user credentials have been saved. Click continue to go to the login page.

[Continue](#)

## 6 Enable eFiling

Enter your username and password, and click Login.

## Login

### Account Information

User name

Password

Remember me?

[Login](#) or [continue as guest](#)

[Forgot username or password](#)

[Register as new user](#)

Confirm by entering your first and last name, and then click “Enable”

## Account

Username: UserName [Change username](#) [Change password](#)

### Contact Details

an attorney licensed in PA  
 AOPC Number: 123456 [change](#)  
 Name: JOHN DOE  
 Firm:  
 Address: 123 MAIN STREET  
 CITY, PA 19191  
 Phone:

[Edit](#)

### Email Addresses

JohnDoe@email.com Primary  Validated

[Add email address](#)

### E-Filing

[Enable](#)

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## 7 Consent

You will be required to ‘Consent’ to receive all notifications from the Court via email. Each County and Department has their own “Consent” language. Once you have consented, you will no longer receive paper mail from the Court, that includes: Hearing Notices, Orders, etc.

**Consent**

I hereby consent to receive all notifications from the Court via email. Each County and Department has their own “Consent” language. Once you have consented, you will no longer receive paper mail from the Court, that includes: Hearing Notices, Orders, etc.

Name:

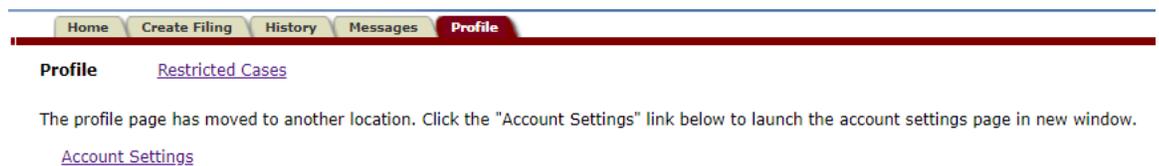
AOPC#:

## 8 Maintaining your Account

### 8.1 Accessing your Account Information

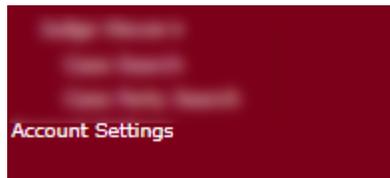
#### 8.1.1 Access from eFiling

The account page can be accessed from eFiling by selecting Profile and then Account Settings.



#### 8.1.2 Access from the Web Viewer

The account page can be accessed from the Web Viewer by selecting the Account Settings link in the left menu.



### 8.2 Profile

Users account information. The user is responsible for keeping this profile up to date to receive proper notifications from the Court. We recommend that each attorney have their own profile associated with their AOPC number, indicating the attorney address and attorney email address set as the primary.



## How to Create and Maintain an eFiling Account

How to Create and Maintain an eFiling Account

Paperless Solutions Case Management System

### Account

Username: [UserName](#) [Change username](#) [Change password](#)

**Contact Details**

an attorney licensed in PA  
AOPC Number: 123456 [change](#)  
Name: JOHN DOE  
Firm:  
Address: 123 MAIN STREET  
CITY, PA 19191  
Phone:  
[Edit](#)

**Email Addresses**

JohnDoe@email.com Primary  Validated  
 [Add email address](#)

**E-Filing**

[launch in new window](#)  
 I hereby consent to receive any and all notifications from the Clerk of the Orphans' Court of Lancaster County via the email address provided in my user profile, pursuant to Pa. O.C. Rule 3.7. This consent constitutes an acknowledgement that the Clerk and the Court may serve all notices via electronic means in accordance with Pa. O.C. Rule 3.7(f).  
Electronic Signature: On 7/21/2020 by John Doe AOPC # 123456

**Email Options** [Edit](#)

Send notifications to my primary email address  
 Email me when one of my filings has been submitted  
 Email me when one of my filings has been accepted

### 8.3 Contact Details

Unique Identifier for an Attorney is the AOPC number, for Pro-se it is their DOB

### 8.4 Email Address

It is recommended that the Attorney's email address is listed as the primary. The notifications can always be turned off if they provide a secondary email address. Any additional email addresses must be validated before emails can be sent to them.

### 8.5 Efiling

If there are multiple Departments within a Court facility that have eFiling available, you will see each account listed that was enabled. It will also include the date in which they consented with an Electronic Signature.

### 8.6 Email Options

You can turn on and off the following email options:

- Send Notifications to my primary email address – You may only turn this off if you have a secondary email address validated within your profile
- Email me when one of my filings have been submitted – You will receive email notification when your filing is awaiting review by the Court
- Email me when one of my filings have been accepted – You will receive notification when your filing has been accepted or rejected

## 9 Contact Us

For assistance with questions or concerns, please contact your County Office.