

## **QUICK REFERENCE GUIDE FOR ATTORNEY LOGIN TO JAC DATABASE**

### **To begin the process:**

- a) Go to JAC Website [www.justiceadmin.org](http://www.justiceadmin.org)
- b) On home page, click on “My JAC”
- c) Choose “Not Registered”
- d) Select “Attorney Registration”
- e) Enter Bar ID
- f) Click “Email Registration Code”—you will receive a registration code at the email address JAC has on file for you

### **When you have received your registration code:**

Repeat actions a) through d) above, then:

- Click “Click here if you already have a registration code”
- Enter Bar ID
- Enter registration code received in email
- Create User ID and Password—**each is case sensitive/must be at least four characters in length**
- Re-enter Password in “Confirm Password” box
- Click “Register”

### **For future logins:**

- Go to JAC website
- Click on “My JAC”
- Enter User ID and Password
- Click “Login”