



ePortal – How to Register an Account

1. To register an ePortal account, begin by navigating to our ePortal webpage. This can be found by clicking here: [ePortal Registration Page](#)
2. Enter your email in the email fields.
Note: if you are an Attorney, this email must match with the email provided to the California State Bar Association website.
3. In the Personal Information area please enter the following information:
 - a. First Name
 - b. Last Name
 - c. Phone Number
4. Agree to the Terms of Use
5. Click “Create New Account”
6. A **Welcome** email will be sent to your email’s inbox.
Note: If it is not in your inbox please check your “Spam” or “Junk” inboxes.
 - a. You will receive a link that expires in 24 hours.
 - b. Click the link.
7. You will be renavigated back to ePortal and prompted to reset your password.
 - a. The password must:
 - i. Be at least 6 characters
 - ii. Contain at least one lowercase letter
 - iii. Contain at least one UPPERCASE letter
 - iv. At least one number
 - v. At least one punctuation
8. Once your new passwords match click “Save’
9. You should see a green message “The changes have been saved.”
10. You have successfully created an account.