

KYeCourts & CourtNet 2.0

First Time Log On


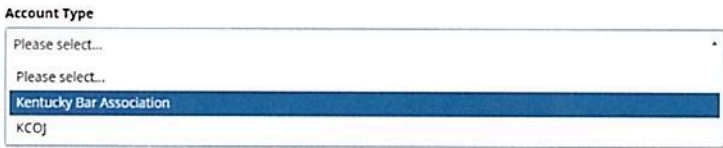


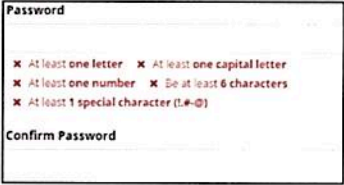
Main Account Holder


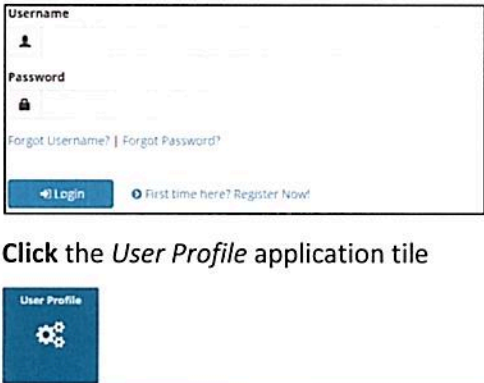
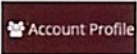
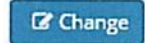
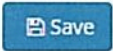
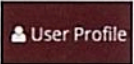

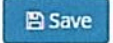
Quick Reference Guide


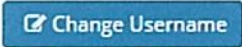

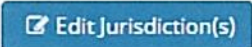
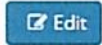

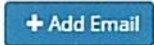
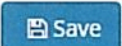

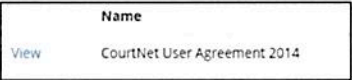

Administrative Office of the Courts
1001 Vandalay Drive
Frankfort, KY 40601



Legend: Look for *Helpful Hints* Bold Text = Action Bracketed Text = <Button/Link>
Click=Select w/ Mouse or TouchPad Italicized Text = *Object of Action* Single Quotes = Description

Step	Objective	Action
1	Access First Time User Registration <i>Helpful Hint: Add the address to 'Favorites' for easy access in the future.</i>	<ol style="list-style-type: none"> Type Internet address – OR – click the link https://kcoj.kycourts.net/kyecourts Click First time here? Register Now! Hyperlink next to the <Login> button 
2	Verify Credentials <i>Helpful Hint: Clicking <Cancel> takes the user back to the 'KYeCourts Login' screen.</i>	<ol style="list-style-type: none"> Select Kentucky Bar Association from the 'Account Type' drop down list  Enter the user's KBA bar number from the KYBAR.ORG website in the 'KBA Website Login' field and enter the user's KBA password from the KYBAR.ORG website in the 'KBA Website Password' field  Click <Verify> 
3	Create a Password for KYeCourts <i>Helpful Hint: The red criteria under the 'Password' field will turn green as the user's password entry meets the guidelines.</i>	<ol style="list-style-type: none"> Enter a password for KYeCourts in the 'Password' field and enter the password again in the 'Confirm Password' field 

Step	Objective	Action
4	<p>Complete Demographic Information and Registration</p> <p><i>Helpful Hint: Clicking <Cancel> takes the user back to the 'KYeCourts Login' screen.</i></p> <p><i>Helpful Hint: The user will receive an eMail notification of registration when the process is successfully completed.</i></p>	<ol style="list-style-type: none"> 1. Enter the user's email address, first name, and last name in the 'Email Address', 'First Name', and 'Last Name' fields 2. Click <Create Account> to finish registration 3. Click <OK> when the pop up confirmation modal appears 
5	<p>Access the User Profile Application in KYeCourts</p> <p><i>Helpful Hint: You will be returned to the login screen after completion of registration.</i></p>	<ol style="list-style-type: none"> 1. Enter username in the 'Username' field and new KYeCourts password in the 'Password' field 2. Click <Login> 3. Click the User Profile application tile 
6	<p>Select a Service Plan</p> <p><i>Helpful Hint: Clicking <Profile> will return the user to the 'KYeCourts Account' screen without saving plan selections.</i></p>	<ol style="list-style-type: none"> 1. Click the 'Account Profile' tab from the maroon toolbar 2. Click the <Change> button under the 'Plan Details' section and select the service plan which best suits your needs (i.e., Personal, Basic, Advanced, Professional Enterprise, eFile Only) 3. Click <Save>   
7	<p>Edit the 'KYeCourts Profile' Screen</p>	<ol style="list-style-type: none"> 1. Click the 'User Profile' tab from the maroon toolbar 2. Click the <Edit Info> button and update the 'User Information' screen, if necessary 3. Click <Save>   

Step	Objective	Action
		<p>4. Click the <Change Password> button to change password</p> <p></p> <p>5. Click the <Change Username> button to change username</p> <p></p> <p>6. Click the <Edit KBA Verification> button under the 'Profile Identifiers' tab and enter <i>KBA Website Username, KBA Website Password, and KBA BAR ID</i> in the necessary fields</p> <p></p> <p><i>Helpful Hint: Users can select multiple jurisdictions by selecting them one at a time from this list.</i></p> <p>7. Click the <Edit Jurisdictions> button and select a jurisdiction from the 'Select a jurisdiction to add' dropdown list</p> <p></p> <p><i>Helpful Hint: Business information is required if planning to eFile.</i></p> <p>8. Click the <Edit> button under the 'Business Info' tab and update the 'Profile Information' screen, if necessary</p> <p></p> <p>9. Click <Save></p> <p></p> <p><i>Helpful Hint: The 'Additional Emails' section allows users to store other emails for individuals they wish alerts or notifications to be sent to in addition to the user's email listed.</i></p> <p>10. Click the <Add Email> button under the 'Additional Emails' tab and enter additional emails using the 'Name' and 'eMail Address' fields</p> <p></p> <p>11. Click <Save></p> <p></p> <p>12. Repeat Steps 6 and 7 for all emails needed</p> <p>13. Click <Verify></p> <p></p> <p><i>Helpful Hint: To print the agreement(s), click on the 'Printable Version' link at top of dialog box.</i></p> <p>14. Click the 'Agreements' tab, click the 'View' hyperlink for the first agreement listed under the 'Agreements' section, and review the terms and conditions of the agreement</p> <p></p> <p><i>Helpful Hint: Clicking <Decline> takes the user back to the 'KYeCourts Login' screen.</i></p> <p>15. Click <Accept></p> <p></p> <p>16. Repeat this Step for all agreements listed under this section, if applicable</p>

For additional information, please contact the eCourt Support Desk at (502) 782-8699.

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First Time Log On

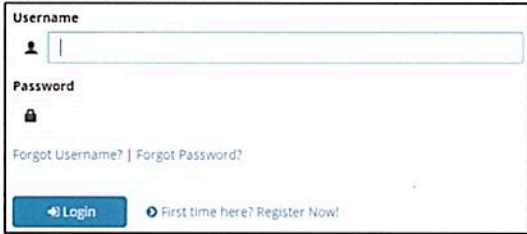

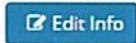
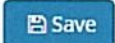

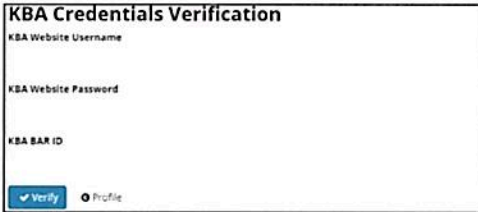
Sub-Account Holder

Quick Reference Guide

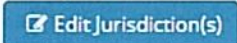


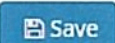
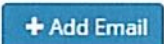
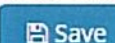
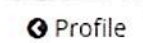
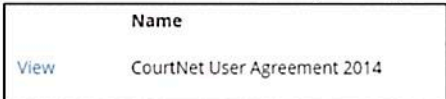

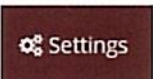
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Step	Objective	Action
1	Browse to KYeCourts	1. Type Internet address – OR – select link https://kcoj.kycourts.net/kyecourts
2	Log On <i>Helpful Hint: Your account administrator grants access to KYeCourts by creating your account.</i>	1. Review the <i>information in the email</i> sent to the user from donotreply@kycourts.net 2. Enter username in the 'Username' field 3. Enter new KYeCourts password in the 'Password' field 4. Click <Login> 
3	Open User Profile Application	1. Click the 'User Profile' application tile 
4	Review and Edit the 'User Profile' Section on the 'KYeCourts User Profile' Screen (Optional)	1. Click the <Edit Info> button under the 'User Profile' section  2. Update the 'Edit User Information' screen, if necessary 3. Click <Save> 
5	Verify KBA Information and Set Jurisdictions on the 'Profile Identifiers' Screen' (Optional)	1. Click the <Edit KBA Verification> button under the 'Profile Identifiers' screen, if necessary  2. Enter KBA website username, KBA website password, and KBA Bar ID in the necessary fields 3. Click <Verify> 4. Click <Profile> 

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Step	Objective	Action
		5. Click <Edit Jurisdictions> button  6. Click the 'Select a jurisdiction to add' dropdown list to add a jurisdiction 7. Repeat Step 6 until all desired jurisdictions are added 8. Click <Profile> 
6	Review and Edit the 'Business Info' Section on the 'KYeCourts Profile' Screen (Optional)	1. Click the <Edit> button under the 'Business Info' section  2. Update the 'Business Profile' screen, if necessary 3. Click <Save> 
7	Review and Edit the 'Additional Emails' section on the 'KYeCourts Profile' Screen (Optional)	1. Click <Add Email> button under the 'Additional Emails' section  2. Enter an additional email using the 'Name' and 'eMail Address' fields 3. Click <Save>  4. Repeat Steps 2 and 3 for all emails needed 5. Click <Profile> 
8	View and Accept User Agreement <i>Helpful Hint: To print the agreement(s), click on the 'Printable Version' link at top of dialog box.</i> <i>Helpful Hint: Clicking <Decline> takes the user back to the 'KYeCourts Login' screen.</i>	1. Locate the 'Agreements' section on the 'KYeCourts Profile' page, click the 'View' hyperlink for the first agreement listed under the 'Agreements' section, and review the terms and conditions of the agreement  2. Click <Accept>  3. Repeat for all agreements listed under this section, if applicable
9	Set Up User Preferences on the 'KYeCourts Settings' Screen (Optional)	1. Click the 'Settings' icon  2. Complete the dropdowns under the 'Settings' section, if desired 3. Click <Save> 4. Click the 'Apps' icon to return to the 'Apps' page 