

# State of Florida ePortal *e-Filer Documentation*

Prepared by: Florida Association of Court Clerks  
7/19/2012

# STATE OF FLORIDA – EPORTAL USER DOCUMENTATION

## Introduction:

The purpose of this document is to provide you, the e-Filer, with information necessary to file court case documents via the State of Florida’s Statewide E-Filing Court Records Portal – commonly referred to as the “ePortal”. The contents of this document will step you through the process of registering as a new e-Filer, managing your User Account, filing documents through the ePortal, generating reports and making payments for filings submitted via the ePortal.

As with documentation for any new system being deployed, this document will be revised as necessary to reflect modifications and enhancements to the ePortal.

## Account Registration:

Prior to utilizing the State of Florida e-Portal filers must create an account. Filers can access the ePortal’s log-in page, by typing the following URL into their web browser: [www.myflcourtagency.com](http://www.myflcourtagency.com). Filers will be directed to the State of Florida ePortal’s Welcome Page.

## Welcome to the Florida Courts eFiling Portal TEST Site

\* User Name:  \* Password:  [Sign In](#)  
[Register Now!](#) [Forgot Password?](#)



## Create an Account:

To begin the account creation process, click on the **Register Now!** link. Filers will be directed to the following page which provides information on the ePortal's implementation process as well as requirements for participation.

If the potential filer decides to continue with registration, clicking on the "Continue to Registration" link will take them to the Account Registration page.

### Welcome to the Florida Courts eFiling Portal



The Florida Courts E-Filing Authority, through agreement with the 67 Clerks of Court, has established the goal that on or before July 1, 2012 all clerks will be prepared to accept eFilings through the Florida Courts ePortal, in the civil divisions (defined as circuit civil, county civil, probate, family, and juvenile dependency) and by December 31, 2012 for criminal divisions (defined as circuit criminal, county criminal, criminal traffic, civil traffic, and juvenile delinquency).

Please remember, rule 2.525, Rules of Judicial Administration, requires that any document filed electronically must be followed-up and filed with the Clerk as a paper document, with original signatures, during the first 90 days of eFiling. For this reason, the local Clerk's office may limit the number of filers participating in the eFiling Portal during the first 90 days of operation. Please contact your local Clerk's office for more information.

[Continue to ePortal Registration](#)

Additionally, you may eFile directly with the following counties by selecting the link below (you will be redirected from the Florida eFiling Portal to the Clerk's Web Site)

[Clay](#)

[Manatee](#)

[Orange](#)

[Pasco](#)

[Sarasota](#)

Filers will be prompted to complete all available fields on the screen. Required fields are indicated with an asterisk.

## Account Registration

To register, complete this form and activation instructions will be emailed to you.

Fields marked with asterisk (\*) are required.

* Role:	Select Role	Select	
ID State/Number:	Select State		
* User Name:	Password must be between 6 and 16 characters, with at least 1 number and is valid for 90 days		
* Password:			
* Re-type Password:			
* Security Question:	Select Security Question		
* Security Answer:			
* First	Middle	* Last	Suffix
Name:			
* Primary Email:			
Alternate Email1/Email2:			
Address 1/2:			
City/State/ Zip Code:	Select State		
Phone #:	Format: (###) ###-####		
<b>Register</b>			

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## News & Information

This is an FACC non-branded page item.

1. From the **Role** drop down menu, select the Attorney-Florida Bar option. A Florida Bar Number is required.
2. Filers are required to enter a user name and password and confirm their password selection by retying it. The requirements for creating a valid password appear above the password field.
3. Filers are required to select a security question from the drop down menu and provide an answer to it.
4. Filers are required, at a minimum, to enter their first and last name along with a primary email address. All notifications to the filer are sent via email. The ePortal allows for three email addresses to be entered. Notifications sent to the filer will be sent to each email address listed.
5. Click on **Register** once all information is entered.

## Account Registration

To register, complete this form and activation instructions will be emailed to you.

Fields marked with asterisk (\*) are required.

* Role:	Attorney – Florida Bar	<input type="button" value="Select"/>		
ID State/Number:	Florida	123456		
You must provide Florida Bar Number				
* User Name:	exampleuser			
Password must be between 6 and 16 characters, with at least 1 number and is valid for 90 days				
* Password:	●●●●●●			
* Re-type Password:	●●●●●●			
* Security Question:	Mothers Maiden Name			
* Security Answer:	Jones			
<b>* First                      Middle                      * Last                      Suffix</b>				
Name:	John	X	Smith	
* Primary Email:	johnsmith@email.com			
Alternate Email1/Email2:	alternate@email.com	another@email.com		
Address 1/2:	1234 Main Street	Rosewood Building Ste 3		
City/State/ Zip Code:	Anytown	Florida	32301	
Phone #:	8505555555	Format: (###) ###-####		

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## News & Information

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Upon successful registration filers will be taken to the **Registration Complete** screen.

## Registration Information Received

The registration information you have provided has been received. Upon verification of the information an email message with instructions for activating your account will be sent to the primary email address you provided. Click the activation link in that email and follow the instructions to activate your account.

**Your registration reference number is 164**

Click here to go back to [Home](#) page.

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## News & Information

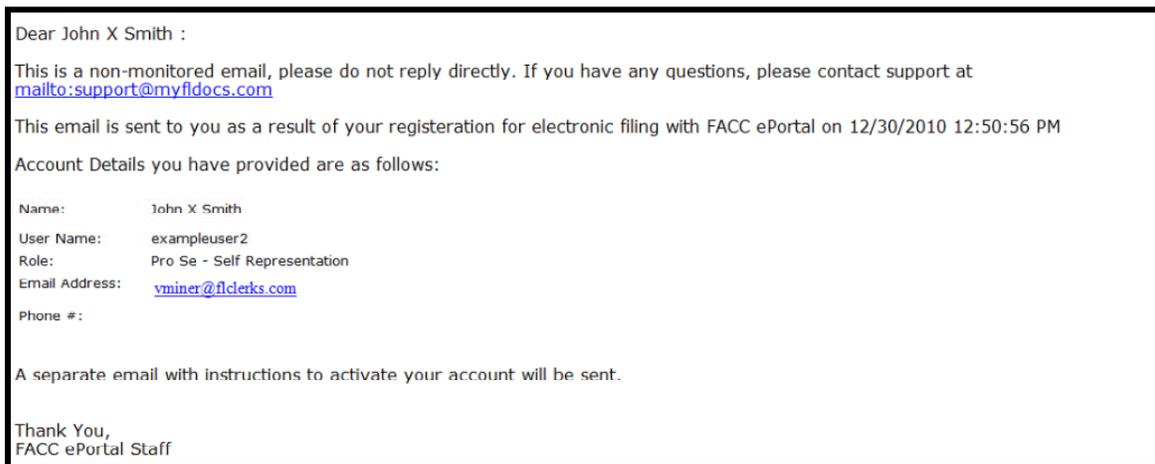
This is an FACC non-branded page item.

## Email Notifications:

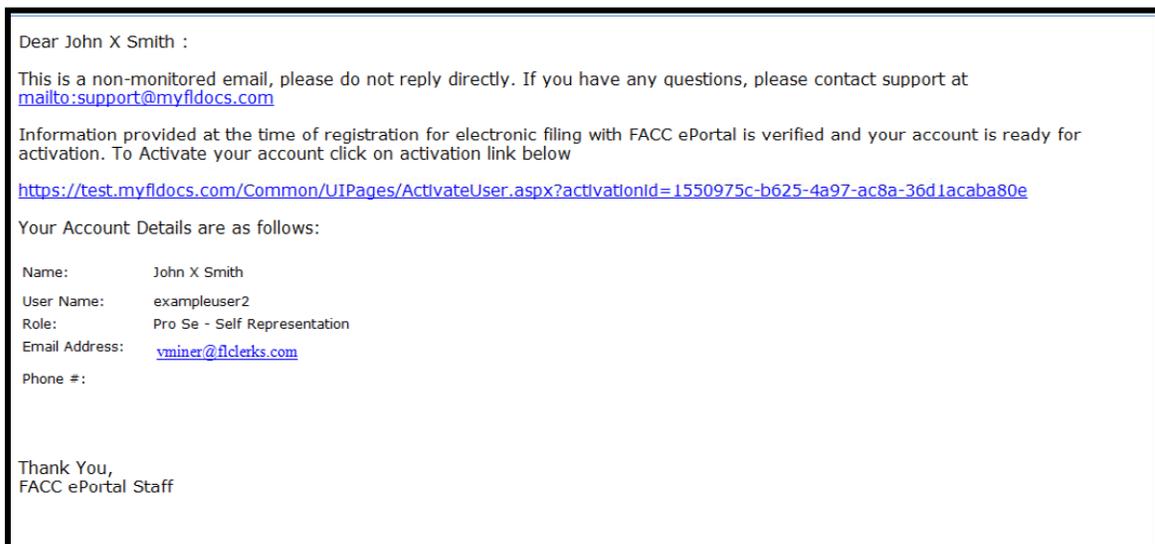
Filers will receive two (2) separate email notifications.

1. The first email notification provides the Filer with confirmation that the registration process was successful and provides the filer with profile information entered during the registration process.

If the registration requires review by FACC before approval the e-mail notification will indicate that the registration is pending approval. Once approved by FACC Support Services the filer will receive the emails regarding approval and activation.



2. The second email notification provides the filer with an activation link which the filer must click on to complete the registration process.



Clicking the link provided in the email takes the filer to the **User Account Activation** screen.

**User Account Activation**

Your security is important to us. Please verify your identity by answering the security question selected at time of registration.

Fields marked with asterisk (\*) are required.

\* Security Question:

\* Security Answer:

**Activate**

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Filers must verify their identity by selecting the security question from the drop down menu that they selected during the registration process. Filers must also provide the answer to the security question that they provided during the registration process. Then click Activate to complete this step.

The filer is notified that their account has been successfully activated.

**User Account Activation**

Your security is important to us. Please verify your identity by answering the security question selected at time of registration.

Fields marked with asterisk (\*) are required.

\* Security Question:

\* Security Answer:

**Activate**

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## ePortal Functionality:

Once the account is activated, users can return to the State of Florida ePortal's home / log-in page at [www.myflcourtaccess.com](http://www.myflcourtaccess.com).

Filers will be prompted to enter their User **Name** and **Password** and click “**Sign In**” to enter the portal.