

# Washington State Appellate Courts' Portal

## Quick Start Guide

### Setup an Office Account

Setting up an Office Account will allow registered office staff to eFile documents on behalf of attorneys associated with the office. An Office Administrator must be identified for each office, and each office must have at least one attorney who is a member of the Washington State Bar Association (WSBA). Besides the initial setup of the office, Office Administrators will also be responsible for maintaining information on staff working in the office.

## Setting up an Office Account

### 1) Visit the Washington State Appellate Courts'

- The Washington State Appellate Courts' Portal is located at: <https://ac.courts.wa.gov/>
- Choose the option to Setup an Office Account
- Fill out the form as needed

### 2) Know How Many Attorneys Are to be Associated with Your Office

- At least one attorney who is a member of the WSBA MUST be associated with the office.
- Attorneys being associated with the office must have a WSBA bar number that can be validated via the Portal and the last name must match what was provided by the WSBA.
- The office can be set up with just one attorney, and additional attorneys can be added at a later date if needed.
- When considering the number of attorneys to add, if the person setting up the site is an attorney, they should be counted and added to the list of attorneys when prompted to do so.

### 3) Phone Number for the Office Must be Unique

- If a phone number already exists in the system, the setup request will fail.
- If the office name/phone number combination are found, an error message will tell you the office already exists.

### 4) Enter the Name and Bar Number for Each Attorney

- A data entry line will be displayed for each attorney based on the response to the question "How Many Attorneys Work in the Office". If the response is 5, then five attorney data entry lines will be provided.
- For each attorney line, enter the first name, last name, and bar number of the attorney, ensuring the last name matches the most current information the WSBA has provided for that bar number.
- At least one attorney line must be entered and successfully validated.
- If the person setting up the office is an attorney, that person's last name and bar number should be entered.

### 5) Confirm Information for Each Attorney is Correct

- Once last name and bar number are validated, the attorney email address will be displayed. You must indicate if the information is correct or not. If not correct, the attorney should not be associated with the office until the current information is provided to the WSBA and made available to the system.

### 6) Create a Unique User ID and Complete the Security Requirements

- A unique User ID will be required and must meet the [User ID Standards](#) found on the Portal site.
- Three security questions must be answered. Answers are case sensitive and will be used for validation purposes if user information has been forgotten.
- A strong Password will be required and must conform to the [Password Standards](#) found on the Portal site.