



CountySuite™ Online Register User Guide

Home Page

To register a new user account, click on the **Register New Account** hyperlink in the **Welcome box**.

Step-by-step instructions to register and manage your account are provided in this document.

Register User – Step by Step Instructions

1. The Registration process begins by selecting the type of account you are creating.

If you are registering as an attorney, you will be required to enter your Bar license information.

Register User

Please choose the type of account you are creating

If you are not an attorney, click **Individual / Business** to register with your own name. This option includes filing on behalf of a business. If you are filing as an attorney representing a client, click **Attorney** to register with your full name and bar information.

Individual / Business**Attorney**

2. Before proceeding to enter your account information, you will be required to accept the Terms & Conditions established by the County for use of their Online portal. Please read the Terms and Conditions and confirm your acceptance by checking the acknowledgment box and clicking Accept.

Terms and Conditions for Individual

Waiver of Liability

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Recent entries made in the court offices may not be immediately reflected on this site. Secure login accounts may be deactivated due to a lack of use for a minimum period of time and will need to be re-activated.

☐ I hereby acknowledge that I have reviewed the terms and conditions and all policies set forth by the Teleosoft County Court of Common Pleas to allow the use of this system.

Cancel**Accept**

3. Enter your account information as requested. The red asterisk* indicates required fields.

- **Information:** Enter your name and e-mail. The Email will be used to communicate with you about your registration and online transactions. Each registered user must use a unique Email. If your selected Email is being used by another registered user, you will be prompted to select another Email.

User Information

Last Name / Business Name *

Email *

First Name

Middle Name

- **Attorney Information:** If you are an attorney, you *must* enter your Attorney Type, Bar Number and State of License. You *may* also be required to enter the license Registration and Expiration dates.

Attorney Information

Type *

Domestic

Attorney Bar Number *

State License *

PA

- **Address Information:** Enter you mailing address.

Address Information

Mailing Address

Address 1 *

Address 2

City *

State *

PA

Postal Code *

- **Security Log In Information:** Enter your Username and Password. If your selected Username is being used by another registered user, you will be prompted to select another name.

Security Login Information

Username *

Password *

Passwords must be at least 8 characters long and contain 1 uppercase letter, 1 lowercase letter, 1 number, and 1 special character (!, @, #, \$, %, *).

Confirm password *

- **Review and Complete Registration:** Once you have completed all the required fields, select the “Review and Complete Registration” button.

Security Login Information

Username *

Password *

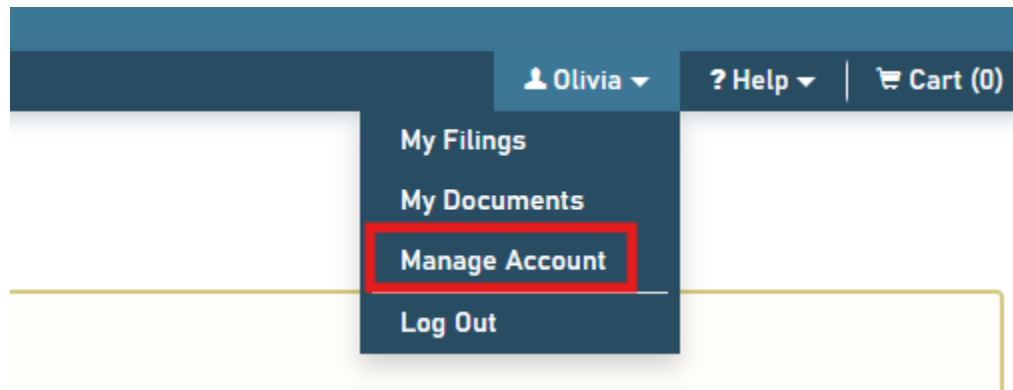
Passwords must be at least 8 characters long and contain 1 uppercase letter, 1 lowercase letter, 1 number, and 1 special character (!, @, #, \$, %, *).

Confirm password *

Review and Complete Registration >

You will have the opportunity to review all the information you entered before submitting your registration. You may print this information if you wish or save it for your own records. After submitting your registration, you will receive an email which contains a hyperlink to confirm your E-mail and open a log in page to log into your account.

Adding Payment Method: To add a payment method, log into your account, go to the Account drop down under your name and select Manage Account to open your account details and scroll down to the Payment Information section. ***The Portal accepts credit card payments only.***



In the Payment Information section select the Add Payment Method button  to open the Add Payment Method window. Enter your credit card information, select Save and Close to save your payment method.

If you are logging into your account for the first time, you must first set up at least one valid Payment Method before using the online services provided by the County.

Log Off

Select Log off from the Account drop down list.