

District of Columbia Office of Administrative Hearings



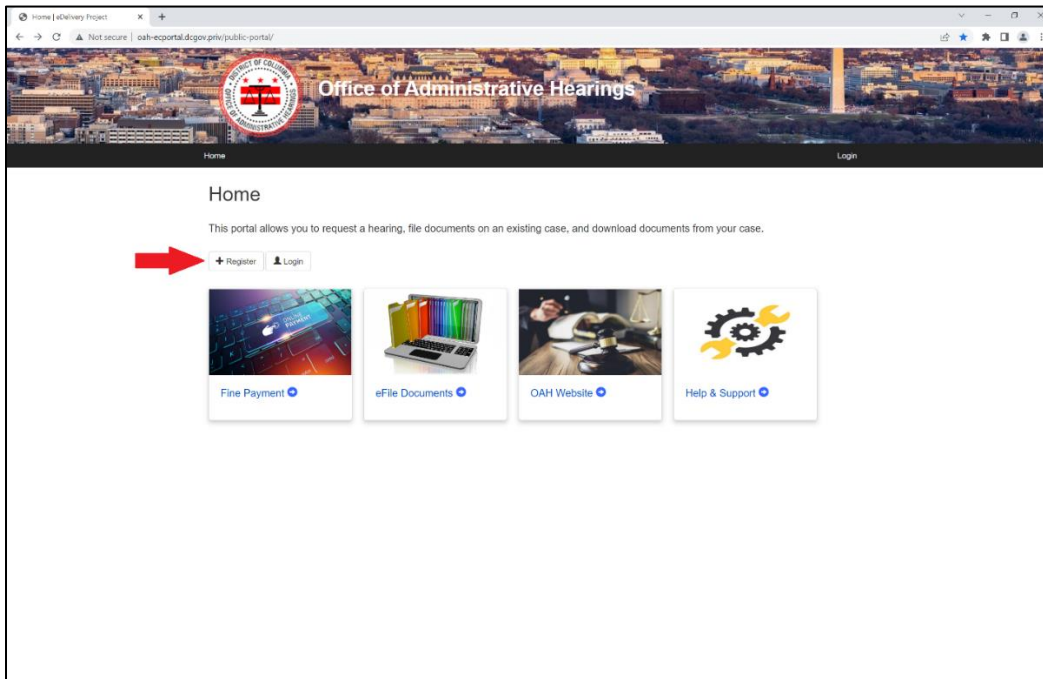
ePortal Guide

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Registering for an ePortal Account

1. Navigating to the Registration Page from ePortal Homepage

Click “Register.”



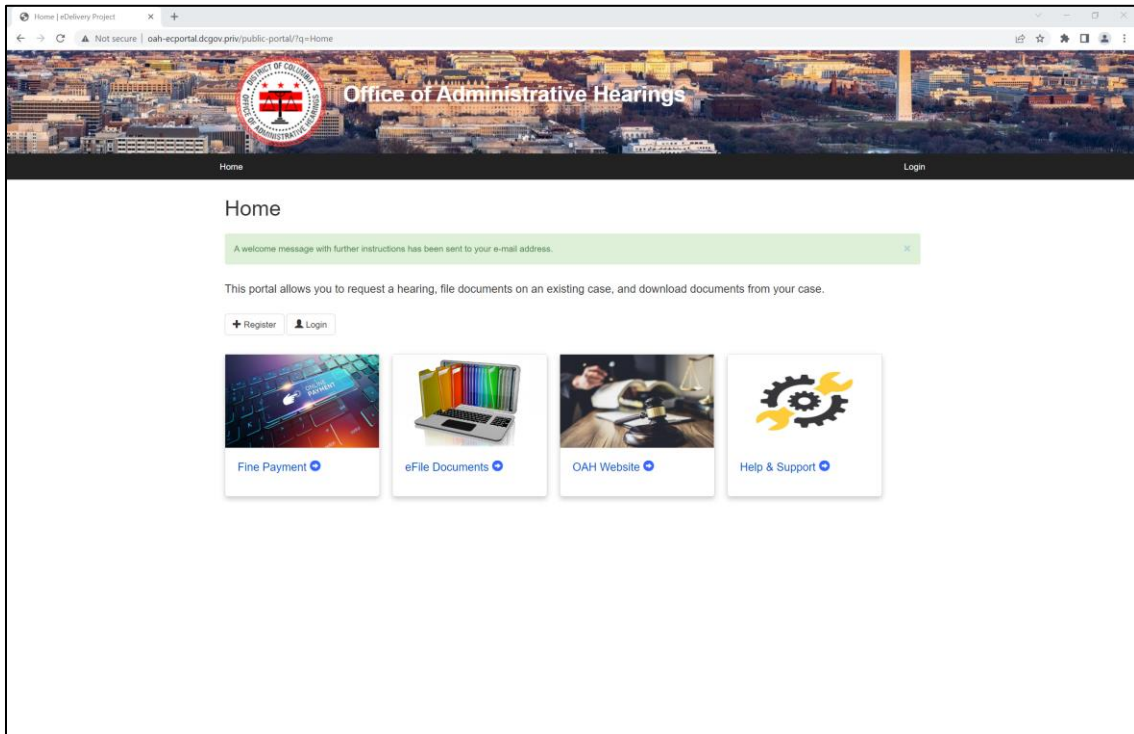
2. Registration Page

Enter your email address, first and last names, telephone number, and accept the Terms of Use.

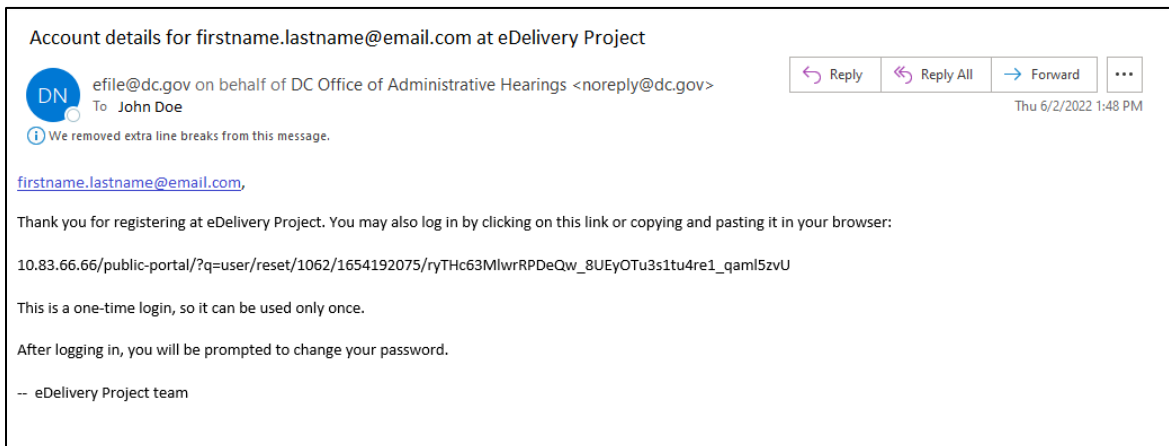
The screenshot shows the registration page for the Office of Administrative Hearings. The page title is "User account". It features a "Create new account" button, a "Log in" button, and a "Request new password" button. The form includes fields for "E-mail", "Confirm e-mail address", "First Name", "Last Name", and "Phone". Below the form is a "Terms of Use" section with a checkbox labeled "I agree with these @link, *". A green "Create new account" button is located at the bottom of the form.

3. Automatically Generated Email

When you click “Create new account,” you will receive an email with a link to set your password.

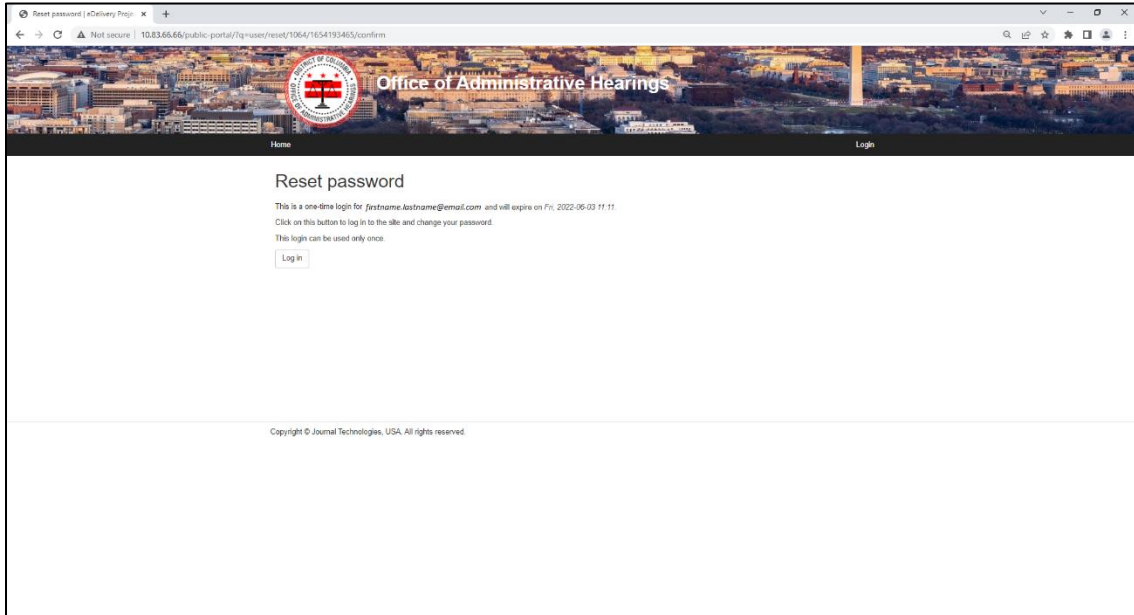


Click the link or cut and paste the hyperlink into your browser.



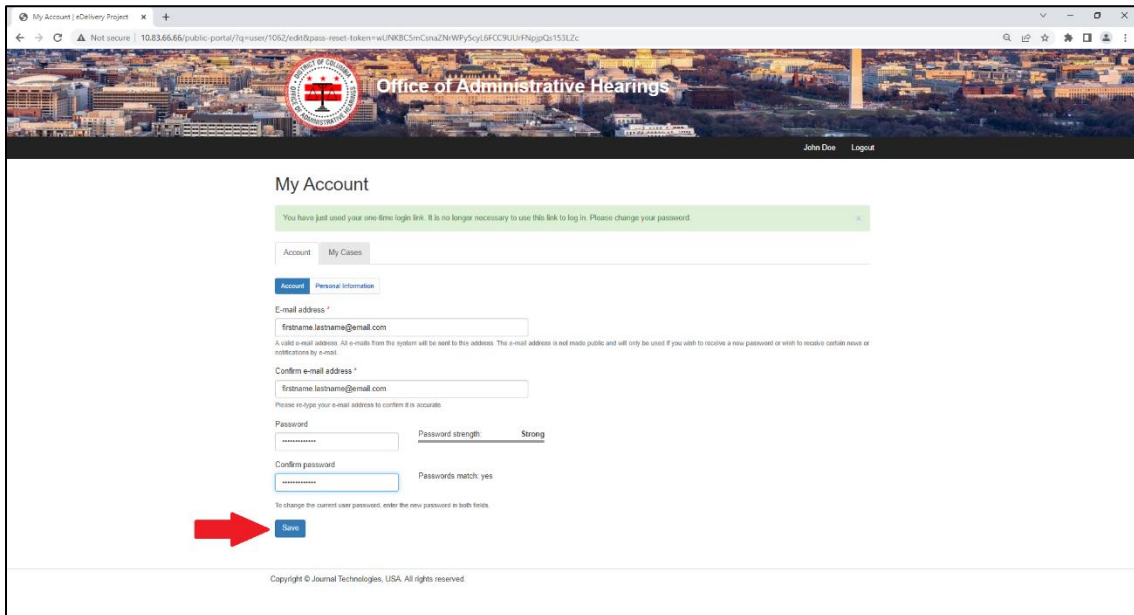
4. Reset Password Page

Click “Log in” to set your password.



5. My Account Page

Enter your password twice. Click “Save” to finalize the registration process.



After you save your password, you will see a green box, which confirms that your password was successfully saved. Your account is now active.

