

**Government of Western Australia  
Department of the Attorney General**

# **eLogin for eLodgment**

**(For access to eLodgment)**

## ***Registration Instructions***

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# Law Firms, Corporations and Government Agencies

## Introduction

eLogin for eLodgment allows you to register your business so that you can lodge court documents online. The registration process commences once you have sent in the application form to the Courts Technology Group. Once your application is received and processed, you will receive an email allowing you to complete the registration, which includes the setting up of your password security questions and answers. Various steps follow from this and are explained in more detail below.

You will manage your own passwords, you are able to change your password, renew your password if it expires or unlock your password if it becomes locked.

The access levels are:

*Manager* – create, edit, delete, submit and create a direct debit account (if paying by direct debit);

*Standard* – create, edit and delete.

Advantages of eLodgement:

- Lodge a single document or bulk documents.
- The service is available 24 hours a day, seven days a week.
- No need to attend the court registry office.
- Online electronic payment at the time of lodging through either a credit card or direct debit account.
- An electronic copy of the lodged document is returned to you with either the court seal or filed stamp.
- Online storage of documents will enable you to edit or delete them prior to submission and view or print them once they have been submitted.
- No special software is required.
- Multiple users from an organisation can access the service.

## Application Form

Fill in the application form from the web site and send to the Courts Technology Group at [ctghelpdesk@justice.wa.gov.au](mailto:ctghelpdesk@justice.wa.gov.au).

During the registration process a new applicant will receive 3 emails as follows:

1. Invitation to join with a link to register;
2. Password creation with a link to create the password;
3. Access created with a link to login.

### 1. Invitation to Join

- a) Complete and return the Application Form by email to the Courts Technology Group at [ctghelpdesk@justice.wa.gov.au](mailto:ctghelpdesk@justice.wa.gov.au).
- b) Once the Application Form has been received by Court Technology Group, the new applicant will receive an email from [ellogin@justice.wa.gov.au](mailto:ellogin@justice.wa.gov.au) with a link

(confirm your organisation details and access level displayed in the email are correct);

- c) **Follow the link to register, selecting *New J-Net User*;**
- d) Complete details as required in the registration wizard;
- e) Select Finish.

**NB. 1.** You will be required to select 3 different answers and enter your answers. **You will need to remember these answers whenever you need to change your password, along with the format in which the answers were entered (i.e. date format of DD/MM/YY or DD/MM/YYYY etc).** It may be advisable to record these answers in a secure location for your own future reference.

**NB. 2.** If you are lodging documents on behalf of a law firm please enter the details of the law firm into the organisation name fields.

## 2. Password Creation

Within an hour you will receive an email from [ellogin@justice.wa.gov.au](mailto:ellogin@justice.wa.gov.au) advising that you have been approved.

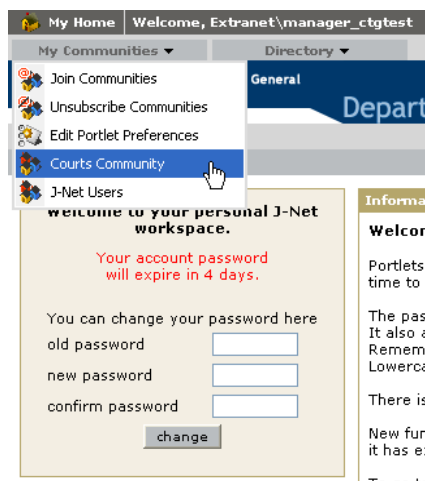
- a) Select the link in the email to access the password creation wizard;
- b) Enter your new username which is contained in the email (this will be a new username and not the previous one you have been using for eLodgment);
- c) Answer your 3 questions;
- d) Enter your new password twice;
- e) Select Finish.

## 3. Access Courts Community

You will now receive an email from [ellogin@justice.wa.gov.au](mailto:ellogin@justice.wa.gov.au) advising your new user account has been created.

You may follow the link from this email to login, or use the same access you have previously used to access eLodgment. If you are new to eLodgment, bookmark the following address: <http://www.justice.wa.gov.au/>

From the My Community drop down, select Courts Community to display the link to eLodgment and Direct Debit Account. Access from the eLodgment link will occur the next working day after registering.



# Password Management

## 1. Renew Password

Passwords expire after 30 days from their creation. The first screen visible after logging into the Portal displays how many days until your password will expire. You may renew your password from this screen prior to the 30 day expiry.

**Welcome to your personal J-Net workspace.**

Your account password will expire in 16 days.

Change your password

You can change your password here

old password

new password

confirm password

**My Applications**

eLodgment

Direct Debit Account

If your password has expired or become locked you will be unable to login to the Portal.

To renew an expired password select the link labelled *I forgot my password* located on the login page.

Welcome to J-Net Log In

Department of the Attorney General  
Government of Western Australia

**Department of the Attorney General**

**Welcome to J-Net.**

This log-in page is for people who are registered users of certain online services provided by the Department of the Attorney General.

If you would like to register for these services, or find out more about them, please visit the [online services](#) section on our home page.

If you are already registered, simply enter your username and password and click **Log In**.

Username:

Password:

Show Auth Sources

[I forgot my password.](#)

You will be required to enter your username and answer your 3 password security questions. After you have selected Finish it will take 15 minutes for your new password to be activated.

**NB. Please do not attempt to login until after 15 minutes.**

## **2. Change Password**

To change your password follow the steps from point 1. above, either inside the Portal or prior to being logged in.

## **3. Unlock Password**

Your password will become locked after 3 attempts to login with an incorrect password. To unlock your password follow the steps from point 1. above, using the *I forgot my password* link.

## **4. Forgot Password**

Follow the steps from point 1. above, using the *I forgot my password* link.