

# Registering for an eDiscovery Account

The screenshot shows the top navigation bar of the Bexar County eServices website. It includes a home icon, 'Bexar County eServices', a support icon, 'Support', a 'Create Account' button with a user icon, 'Bexar.org', and a 'Login' button with a key icon. Below the navigation is a banner with the text 'Bexar County eServices' and 'Public and Secure Online Services Bexar County, Texas'. Underneath the banner is a paragraph: 'Bexar County has many online services that allow public and secure access to our information.' Below this is a section for 'eDiscovery' with a small icon of a person and the text: 'Bexar County Criminal District Attorney's eDiscovery System allows the attorney of record electronic access to discoverable evidence relating to a criminal case.' At the bottom of this section is a news announcement: 'Bexar County Information Technology and the Bexar County Criminal District Attorneys are excited to announce eDiscovery Phase II'.

Registration for eDiscovery is a **2** part process:

## **Part 1: Register for Bexar County's eServices**

- 1) **Register** for access to Bexar County's eServices via <https://eServices.bexar.org>
  - a. **Click** on "Create Account" on the top right corner of the banner:

This screenshot is similar to the one above, but the 'Create Account' button in the top navigation bar is highlighted with a red rectangular box.

- b. **Enter** your email address and select a password.

**\*Note:** Email address entered needs to match the AT system. Also, password must be at least 8 characters in length.

Log in Information:	
* Email Address:	<input type="text" value="Email Address"/>
* Password:	<input type="password" value="Password"/>
* Confirm Password:	<input type="password" value="Confirm Password"/>



c. **Fill out** the User Information section (asterisks indicate required fields)

User Information:

* First Name:	First
Middle Name:	Middle
* Last Name:	Last
Suffix:	Suffix
* Address:	Address Line 1
	Address Line 2
* City:	City
* State:	Choose State ▼
* Zip:	Zip Code
Phone Number:	Phone Number
Alternate Phone:	Alternate Phone

d. **Select** your security questions from the drop-downs and **enter** responses

e. **Click** “Sign Up”

Security Information

Dual Factor Security:  [What's this??](#)

* Question 1:	Choose Security Question... ▼
* Question 1 Answer:	Security Question 1 Answer
* Question 2:	Choose Security Question... ▼
* Question 2 Answer:	Security Question 2 Answer

By clicking 'Sign Up', you agree to the [privacy policy](#) and the [terms of use](#).

**Sign Up** Cancel - Return to eServices

**\*Note:** If there are any issues with the information entered, you will not proceed to the next screen. You will need to **scroll** to the top of the page to review any error messages. Once you make the changes indicated, **scroll** back to the bottom and **click** “Sign Up” in order to proceed.



2) Success!

- a. Once you have successfully created your account, you will receive this message:

Register for eServices....

Registering for a Bexar County eServices account is free and easy. Bexar County provides many online services including record searching, Park reservations, and more. Some of these services requires users to be registered and verified to access the information.

Fill out the form below and click 'Sign Up' below to create your account.

**Your account has been successfully created. An email will be sent to you to verify your account. Once your account and email address have been verified, you will be able to log into the eServices Portal.**

[eServices Home Page](#)

3) Verification

- a. **Check** your email account for a verification email
- b. Complete the verification process by **clicking** on the link in the body of the email:


Bexar County eServices - Please Verify Your Account

3:39 PM

Bexar County eServices - Please Verify Your Account

Bexar County eServices Today at 3:37 PM

To me



**Bexar County eServices - Verify Account**

Hello Salvador,

In order for you to enjoy all the benefits a Bexar County eServices account has to offer, please complete the verification process by clicking on the following link:

[Click link here](#)

Thank you,

Bexar County eServices

- c. By **clicking** on the link, you will receive the message below
- d. **Click** "Login Now" to log in

Verify Email

Thank you for verifying your email address. You now have access to log into the Bexar County eServices system.

[Login Now](#) [eServices Home Page](#)



4) Logging In to eServices

- a. **Enter** your email address in the “User Name” field
- b. **Enter** the password you created during registration (see 1 b. above)
- c. **Click** “Log in” to get to the eServices homepage

Bexar County eServices Log In

User Name

 ✕

Password

[Forgot password?](#)

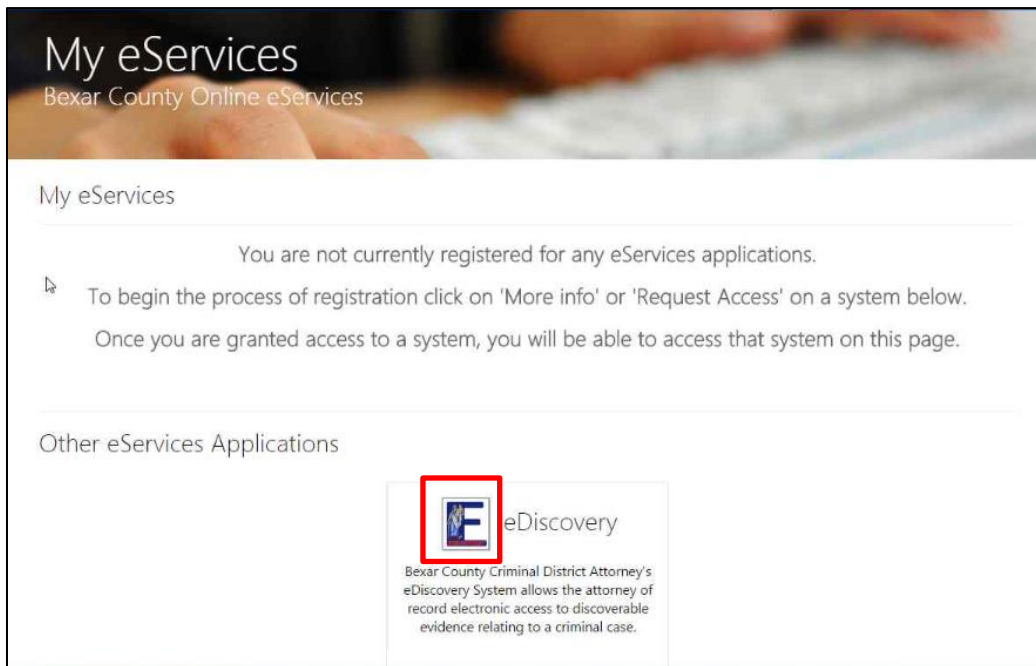
Log in

Cancel

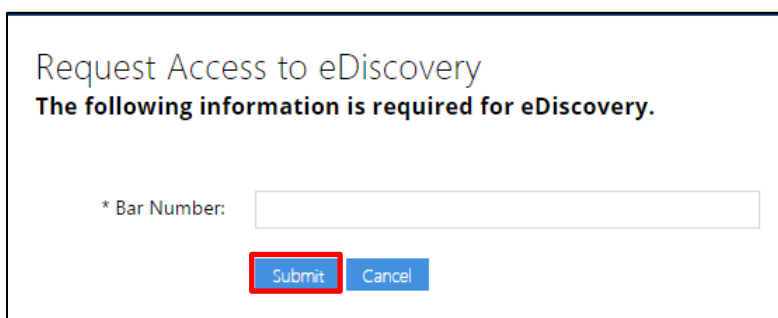


## **Part 2: Register for Bexar County's eDiscovery**

- 1) On the eServices homepage, you will see the message below
- 2) **Click on the eDiscovery Icon to request access**



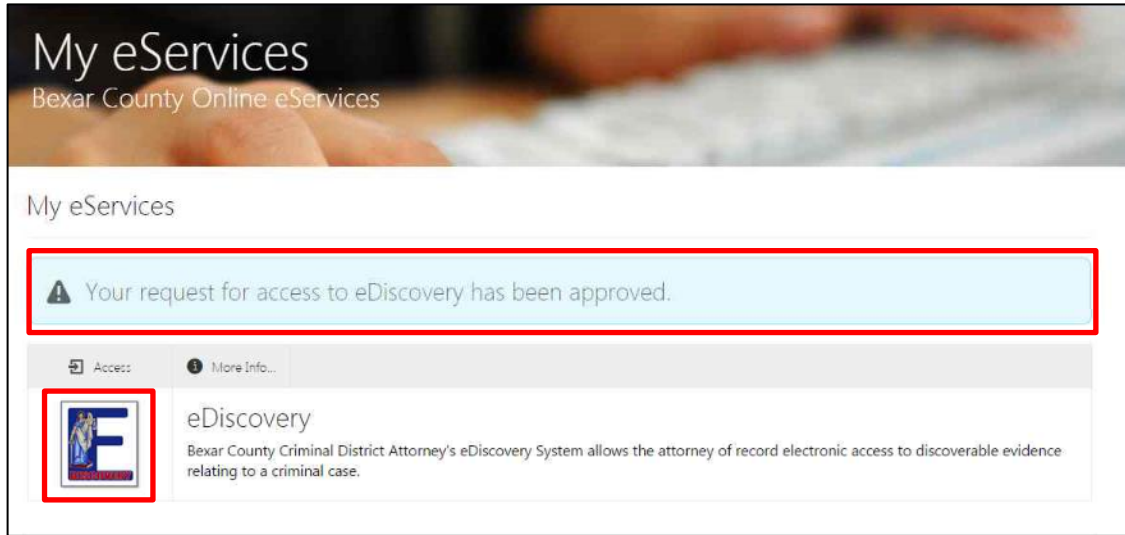
- 3) **Enter your bar number and click "Submit"**



The screenshot shows a form titled 'Request Access to eDiscovery' with the instruction 'The following information is required for eDiscovery.' Below this, there is a label '\* Bar Number:' followed by a text input field. At the bottom of the form, there are two buttons: 'Submit' and 'Cancel'. The 'Submit' button is highlighted with a red box.



- 4) You should receive a validation message similar to the one below
- 5) **Click** on “Access” to access the application



Thank you

If you experience any issues, please contact the Bexar County Helpdesk by **clicking** on the image below.

