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](https://eServices.bexar.org)
   a. **Click** on “Create Account” on the top right corner of the banner:

   ![Create Account Button](image1)

   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.

   ![Login Information](image2)
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 require 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 - 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
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

![eDiscovery Icon](image)

3) **Enter** your bar number and **click** “Submit”

![Request Access to eDiscovery](image)
4) You should receive a validation message similar to the one below
5) **Click** on “Access” to access the application

![My eServices]

**Thank you**

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

![Contact Helpdesk Support]