

Help Card #9

eCourts - How do I register as an organisation with an existing matter?

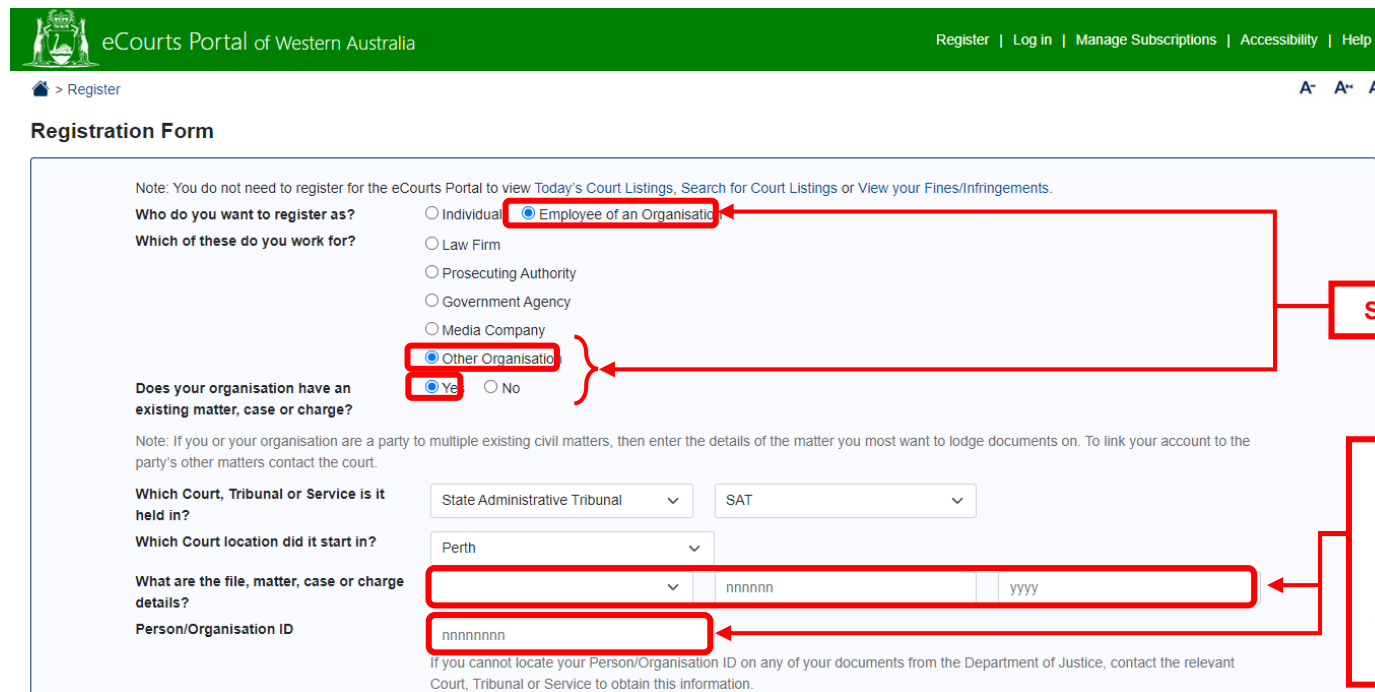
This will help you register as an employee of an organisation on the eCourts portal. If you are registering as an individual use [Help Card #1](#)

STEP 1: Open the eCourts Portal - [eCourts Portal Home - eCourts Portal \(justice.wa.gov.au\)](#)

STEP 2: Select 'Register' from the blue bar at the top of the page.



STEP 3: Select 'Employee of an Organisation' under 'Who do you want to register as?', select 'Other Organisation' and 'Yes' under 'Do you have an existing file, matter, case or charge'. Complete the Court and Matter details and enter your 'Person/Organisation ID'.



Note: You do not need to register for the eCourts Portal to view [Today's Court Listings](#), [Search for Court Listings](#) or [View your Fines/Infringements](#).

Who do you want to register as? Individual Employee of an Organisation

Which of these do you work for? Law Firm Prosecuting Authority Government Agency Media Company Other Organisation

Does your organisation have an existing matter, case or charge? Yes No

Note: If you or your organisation are a party to multiple existing civil matters, then enter the details of the matter you most want to lodge documents on. To link your account to the party's other matters contact the court.

Which Court, Tribunal or Service is it held in? State Administrative Tribunal SAT

Which Court location did it start in? Perth

What are the file, matter, case or charge details? [Dropdown] nnnnnn yyyy

Person/Organisation ID nnnnnnnn

If you cannot locate your Person/Organisation ID on any of your documents from the Department of Justice, contact the relevant Court, Tribunal or Service to obtain this information.

Step 3

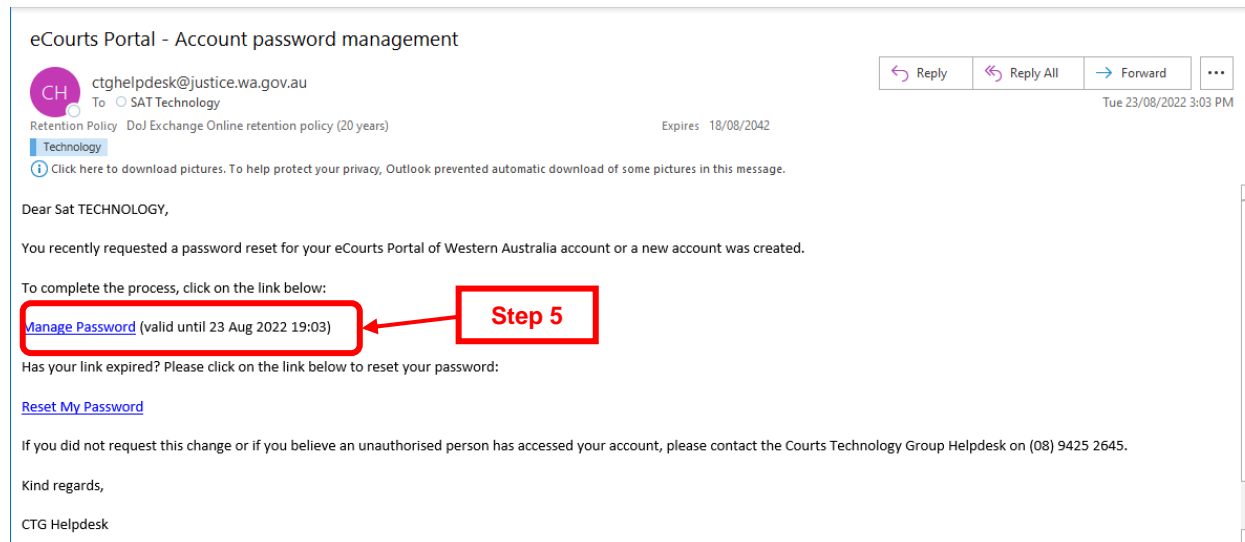
Check your 'Notice of Hearing' for Matter Number and your 'Person/Organisation ID' which will be located under the letterhead. If you still require assistance, please contact SAT on 9219 3111

STEP 4: Enter your details and the organisation's email address. Enter the Captcha Code and click 'Submit'.

The image shows a registration form with several fields and a submit button. Red boxes and arrows highlight specific areas:

- Step 4:** A red box labeled "Step 4" has arrows pointing to the "Enter your full legal name" section (containing "Given Names" and "Surname" fields), the "Email Address" field, and the "Organisation Email Address" field.
- Captcha Code:** A red box labeled "Captcha Code" has an arrow pointing to the captcha image field.
- Submit:** A red box labeled "Submit" has an arrow pointing to the "Submit" button.
- Please Note:** A red box on the right contains the text: "Please Note: The person registering the organisation for the first time will become the 'eCourts Manager' for the organisation and can register other users."

STEP 5: An email will be sent to your email address (not the organisation address). Open the email and click 'Manage Password'.



STEP 6: Create a password and enter the verification code you received via text message and click 'Create Password'.

The screenshot shows the 'Create user password' form on the eCourts Portal of Western Australia. The form is titled 'Create user password' and includes the instruction 'Use the form to create your password'. It features several input fields: 'Email' (pre-filled with 'email_address@email.com'), 'New password', 'Confirm new password', and 'SMS verification code'. A red box labeled 'Step 6' has arrows pointing to the 'New password', 'Confirm new password', and 'SMS verification code' fields, and the 'Create Password' button. There are two light blue error messages: one at the top stating 'Password must be a minimum of fourteen characters. Can include words, numbers and special characters. Can be a phrase. Cannot contain your given name, surname or email address' and one at the bottom stating 'Use the Forgot Password link to generate another verification code if the SMS is not received after two minutes.' The top navigation bar includes links for 'Register', 'Log in', 'Manage Subscriptions', 'Accessibility', and 'FAQs'.

STEP 7: Your account has been created and you will be directed to login.