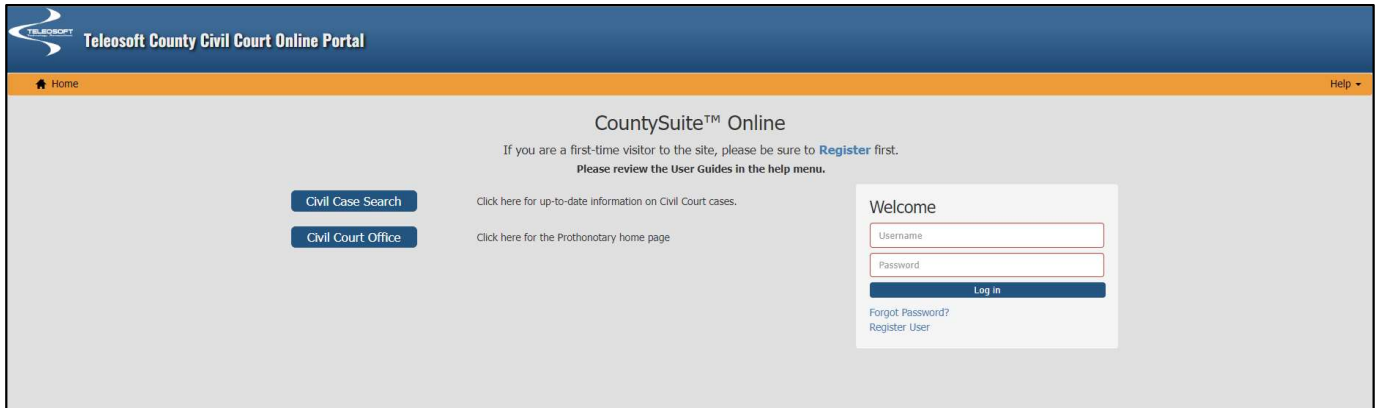# CountySuite™ Online
Register User Guide

Home Page

To register a new user account, click on the **Register User** hyperlink in the **Welcome box**.

Step-by-step instructions to register and manage your account are provided in this document.

Register User – Step by Step Instructions

1. The Registration process begins by selecting the type of account you are creating.

    If you are registering as an attorney, you will be required to enter your Bar license information.

2. Before proceeding to enter your account information, you will be required to accept the Terms & Conditions established by the County for use of their Online portal.   Please read the Terms and Conditions and confirm your acceptance by checking the acknowledgment box and clicking Accept.

3. Enter your account information as requested. The red asterisk* indicates required fields.

> ➢ **Information:** Enter your name and e-mail. The Email will be used to communicate with you about your registration and online transactions. Each registered user must use a unique Email. If your selected Email is being used by another registered user, you will be prompted to select another Email.

Information

Last Name/Business Name *	Email *
First Name	**Middle Name**

> ➢ **Attorney Information:** If you are an attorney, you *must* enter your Attorney Type, Bar Number and State of License. You *may* also be required to enter the license Registration and Expiration dates.

Attorney Information

Type *	Registration Date *	Attorney Bar Number *
Domestic ▼		
	Expiration Date *	**State License ***
		CA ▼

> ➢ **Address Information:** Enter you mailing address.

Address Information

Mailing Address

Address 1 *	
2870 Eastern Boulevard	
Address 2	

City *	State *	Postal Code *
York	PA ▼	17403

> ➢ **Security Log In Information:** Enter your Username and Password and select two Secret Questions to be used in the event you lose access to your account. Please record the questions and answers you picked in a secure location. If your selected Username is being used by another registered user, you will be prompted to select another name.

➢ **Review and Complete Registration:** Once you have completed all the required fields, select the "Review and Complete Registration" button.

You will have the opportunity to review all the information you entered before submitting your registration. You may print this information if you wish or save it for your own records. After submitting your registration, you will receive an email which contains a hyperlink to confirm your E-mail and open a log in page to log into your account.

Adding Payment Method: To add a payment method, log into your account, go to the Account drop down and select Manage to open your account details and scroll down to the Payment Information section. ***The Portal accepts credit card payments only.***
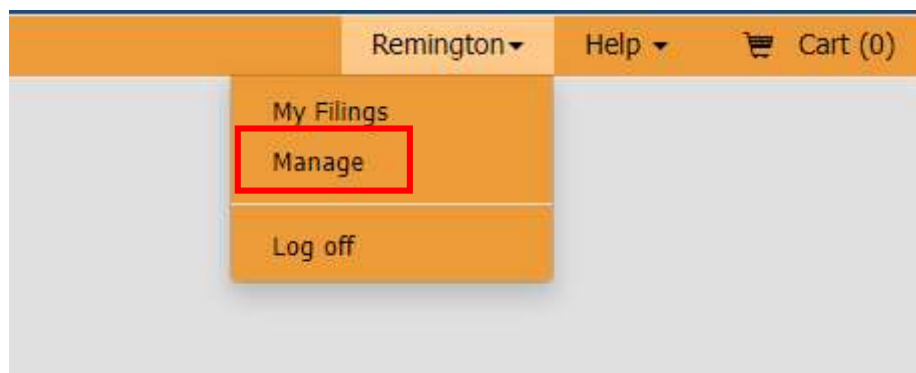
In the Payment Information section select the green add button to open the Add Payment Method window. Enter your credit card information, select OK and Close to save your payment method.

If you are logging into your account for the first time, you must first set up at least one valid Payment Method before using the online services provided by the County.

Log Off

Select Log off from the Account drop down list.