

How to create a Public Portal Account

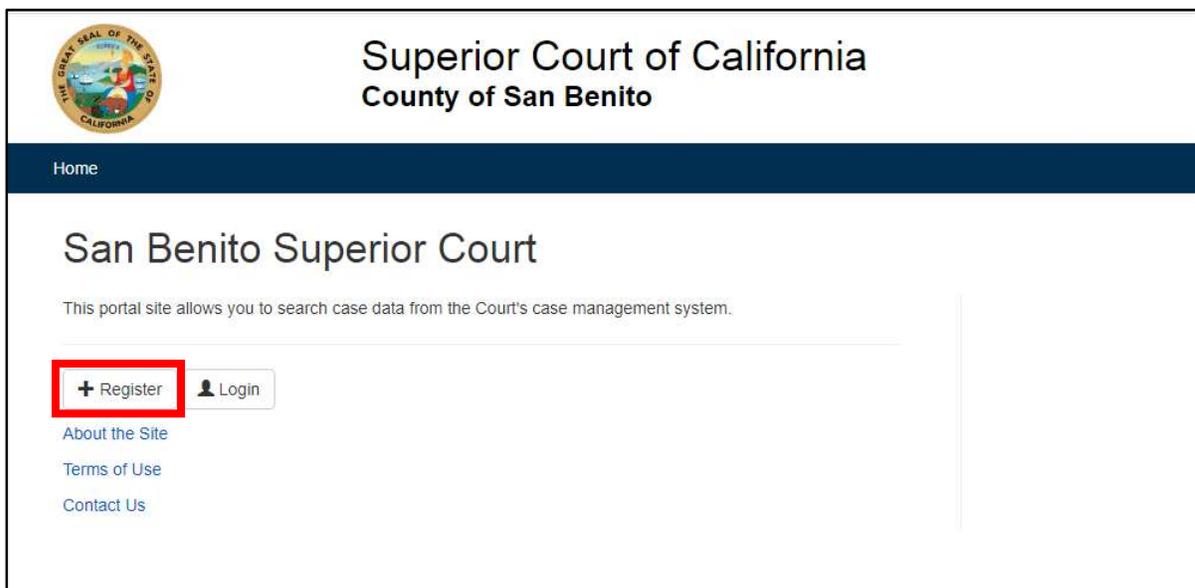
1. Start by going to the website:

<http://portal.sanbenito.courts.ca.gov/public-portal/>

Or click on the dark blue tile on the County's website that says
Public Portal



2. Click on the Register button on the Portal's home page.



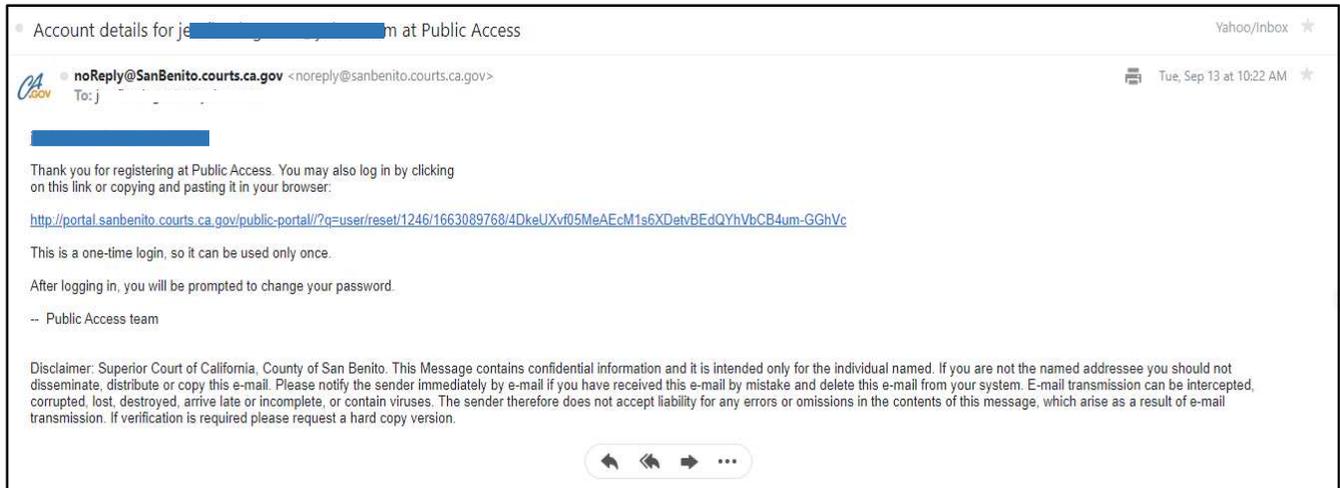
3. Enter all required information into the appropriate fields. (The email that is used for this account **must** match the email that was given or will be given to the court if you are a party on a case.)

The screenshot shows the 'User account' creation page for the Superior Court of California, County of San Benito. The page includes a header with the court's logo and name, and navigation links for 'Home' and 'Login'. The main content area is titled 'User account' and contains three buttons: 'Create new account', 'Log in', and 'Request new password'. Below these are two input fields for 'E-mail' and 'Confirm e-mail address', with a note stating: 'A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.' Below the email fields is a 'Personal Information' section with three input fields: 'First Name', 'Last Name', and 'Phone', each with a corresponding instruction. At the bottom, there is a 'Terms of Use' section with a 'General' sub-section containing the text: 'This site allows you to access the San Benito County Superior Court (Court) via a secure web server (which is also referred to as a Portal)'.

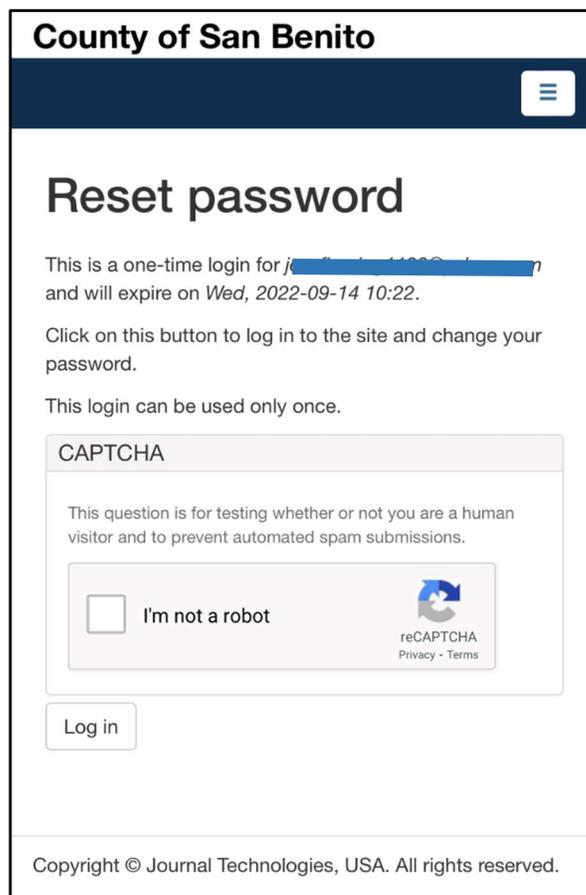
4. Once all personal information has been inputted, you must scroll down and review the Terms Of Use. After looking over the Terms Of Use, please select agree and complete the CAPTCHA robot test section.

This screenshot shows the bottom portion of the account creation form. It features a checkbox labeled 'I agree with Terms of Use' which is currently unchecked. Below this is a 'CAPTCHA' section with the text: 'This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.' The CAPTCHA image displays the characters 'b f W 3 C'. Below the image is a text input field with the prompt 'What code is in the image?' and the instruction 'Enter the characters shown in the image.' At the bottom of the form is a green button labeled 'Create new account'.

5. After pressing the Create New Account button, you will receive an account details email with a blue link. Click on the link to get to the Reset Password page.



6. Once you are at the Reset password page, click on the CAPTCHA “I’m not a robot” box and then click on the Log In button.



7. You will now enter your desired password for your account and confirm that your email is correct. After you have entered that information, click on the CAPTCHA “I am not a robot” box and click log in. You will then be re-directed to the Public Portal home page.

Account My Cases

Account Personal Information

E-mail address *

[Redacted]

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Confirm e-mail address *

[Redacted]

Please re-type your e-mail address to confirm it is accurate.

Password Password strength

[Redacted]

Confirm password

[Redacted]

To change the current user password, enter the new password in both fields.

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

I'm not a robot

 reCAPTCHA
Privacy - Terms

Save