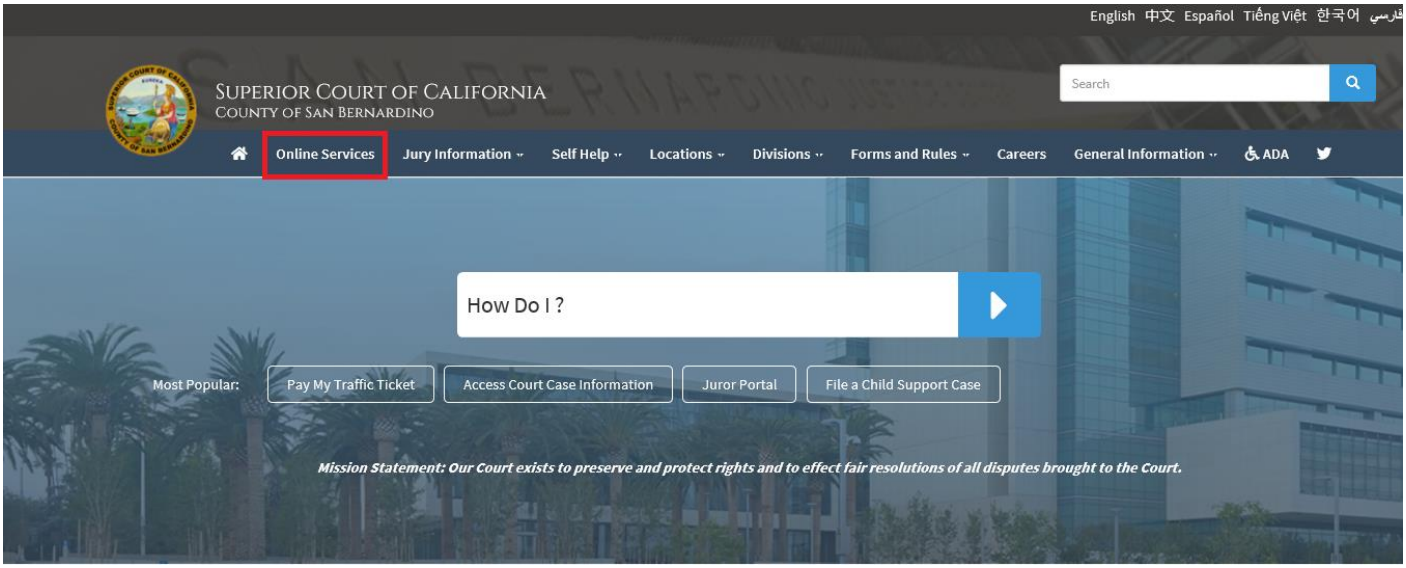
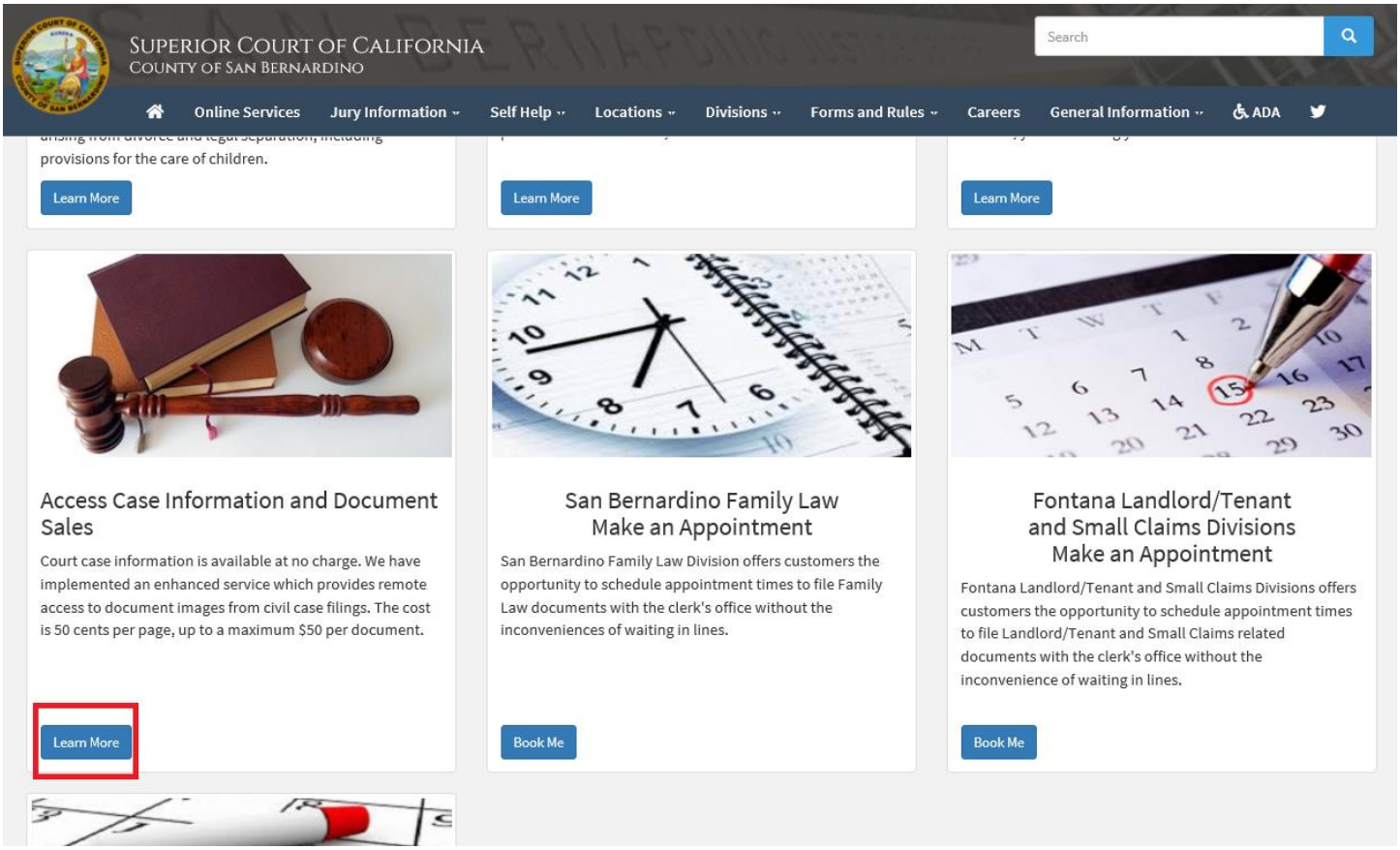
Portal – Registering

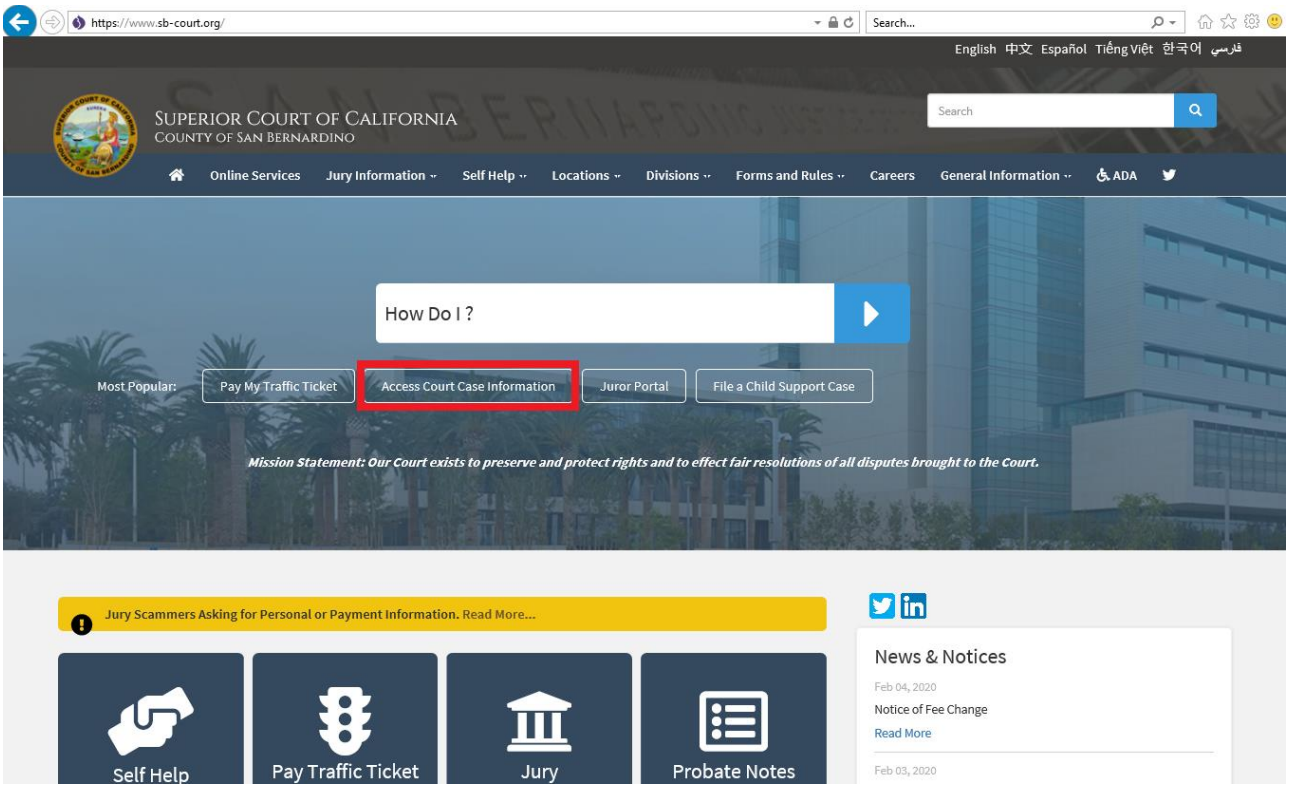
1) From the San Bernardino Court website home page, Select “Online Services” from the top left.



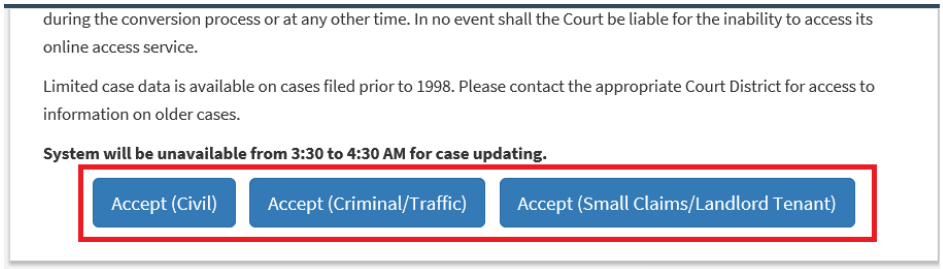
2) Scroll down to the “Access Case Information and Document Sales” section and click the blue “learn more” icon.



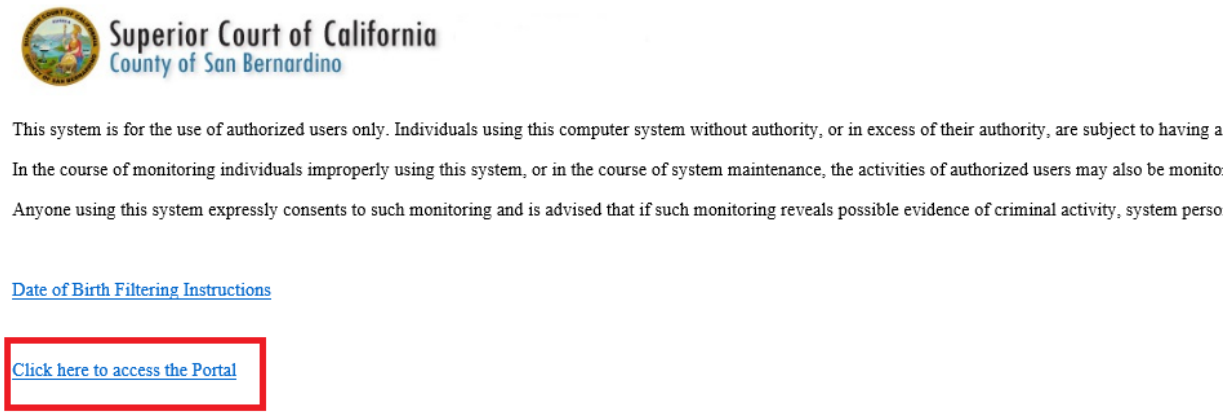
Note: Steps 1 and 2 can be combined if you take the shortcut “Access Court Case Information” on the center of the court home page.



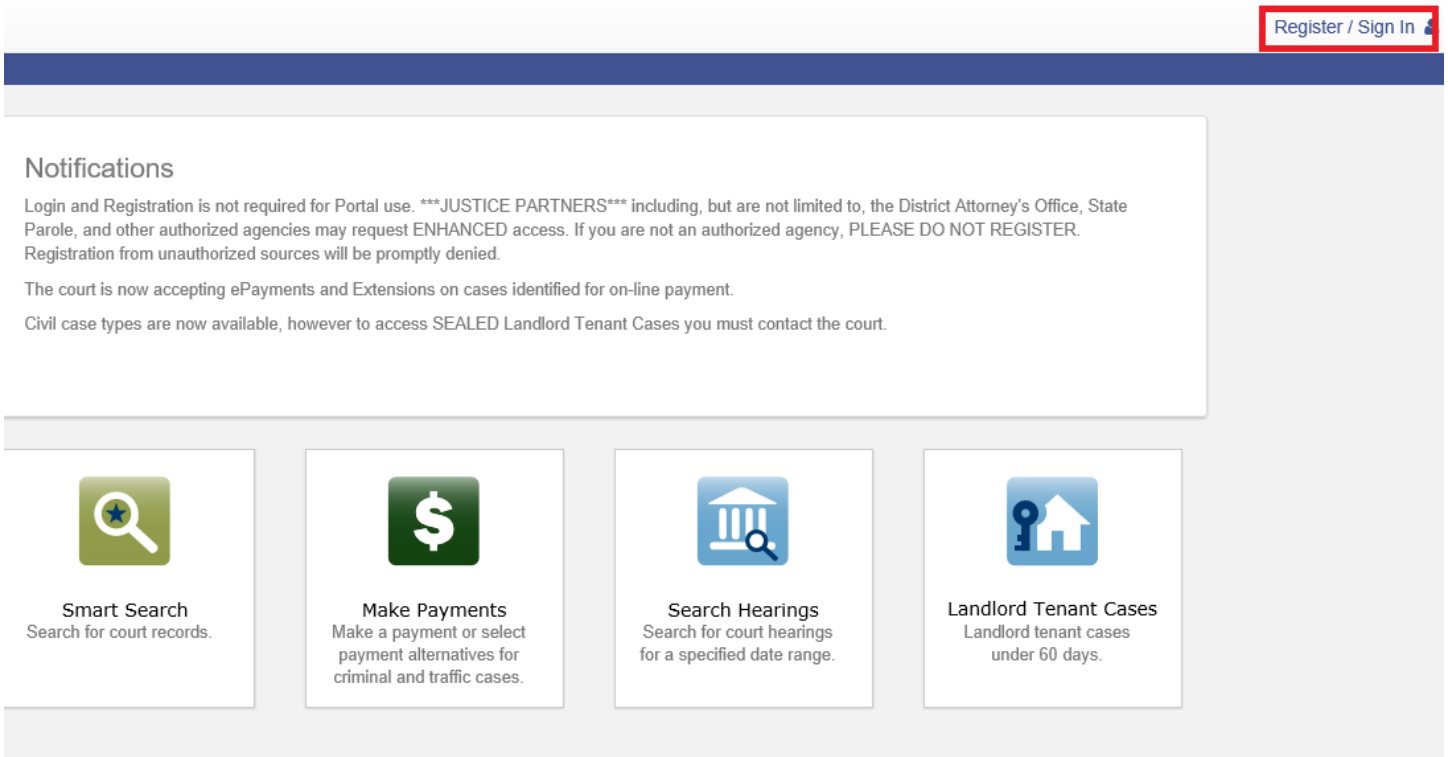
3) Read the terms of service and click the appropriate button at the bottom of the page.



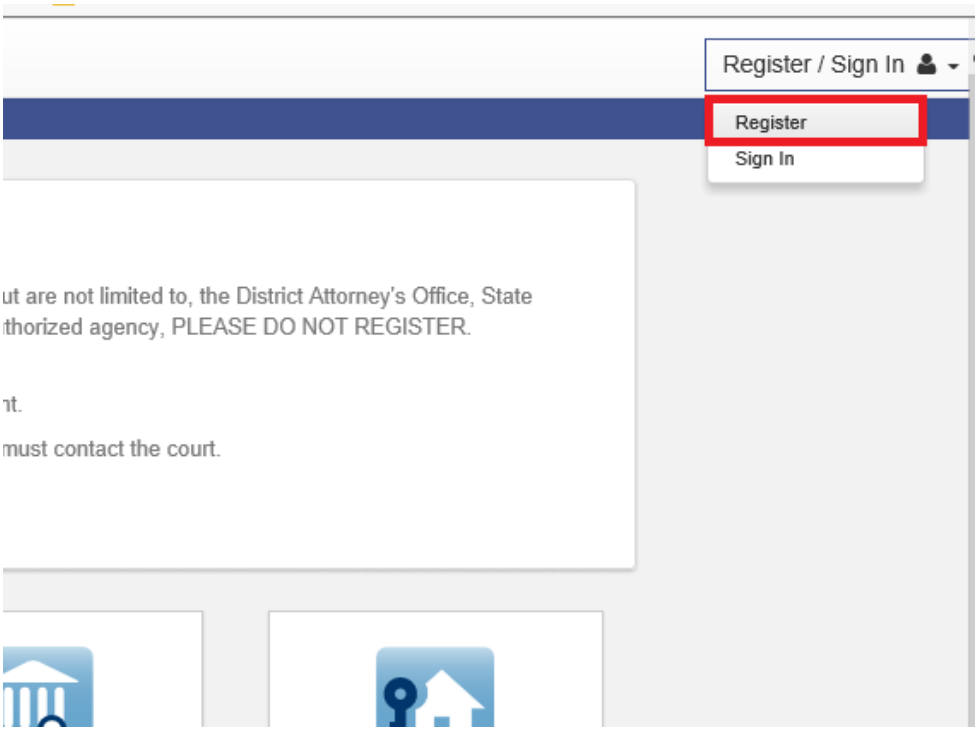
4) Select “click here to access the portal”.



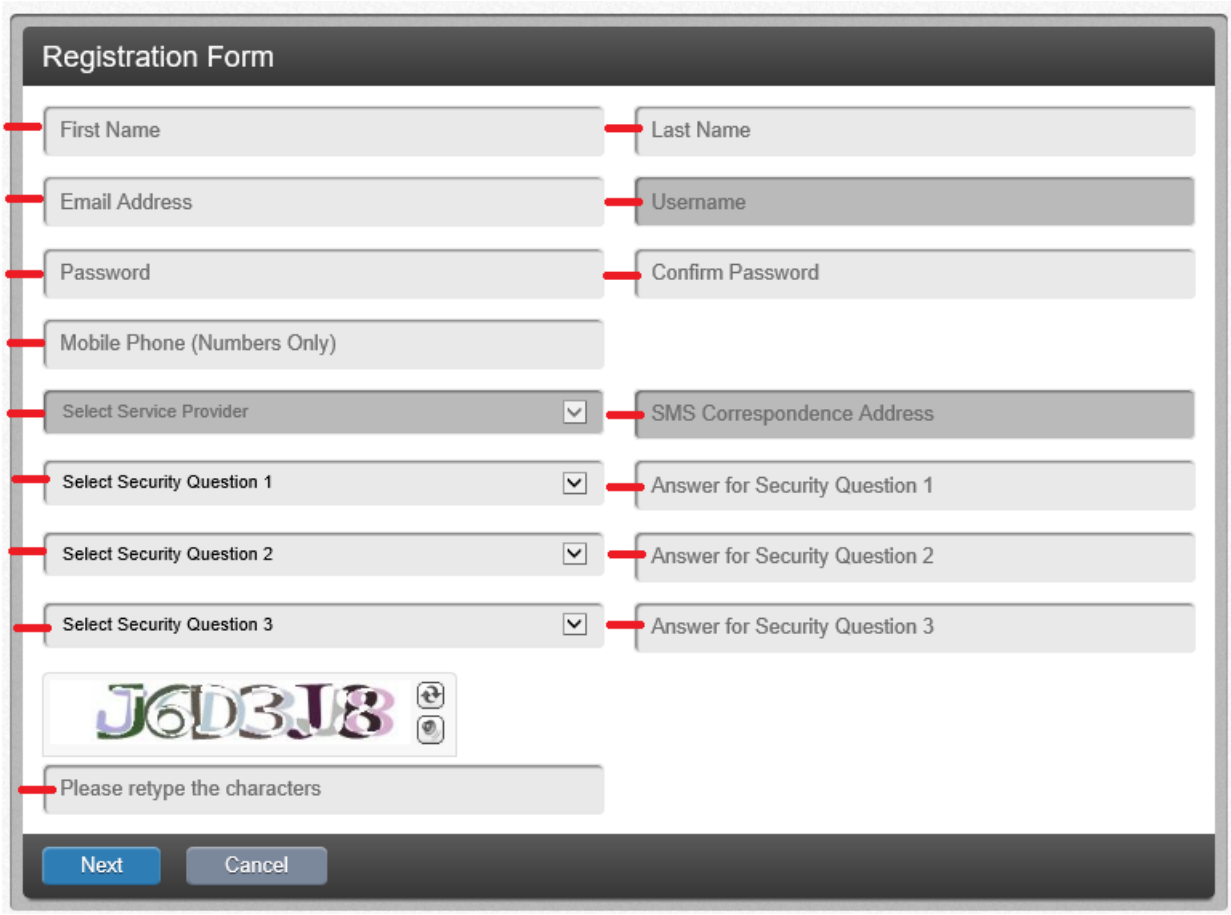
5) Select “Register/Sign In” on the top right.



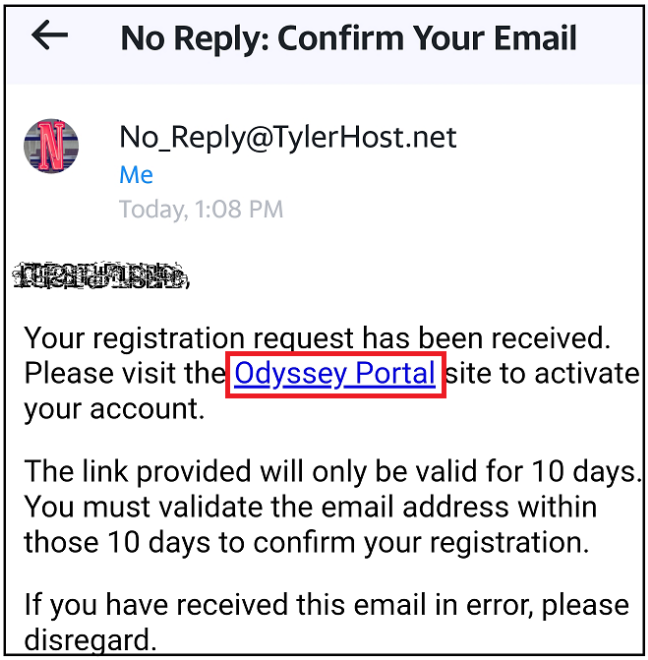
6) Select “Register” form the drop down.



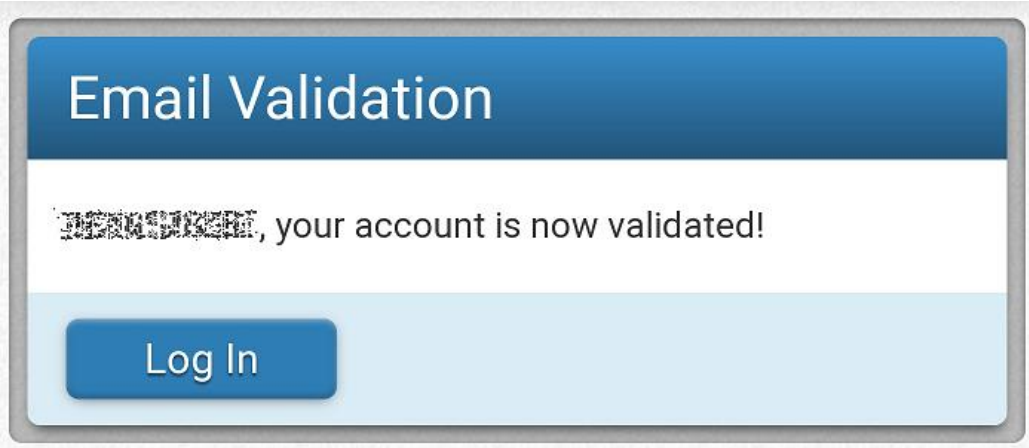
7) Fill out the registration fields, Captcha, and click the blue “next” button on the bottom left.



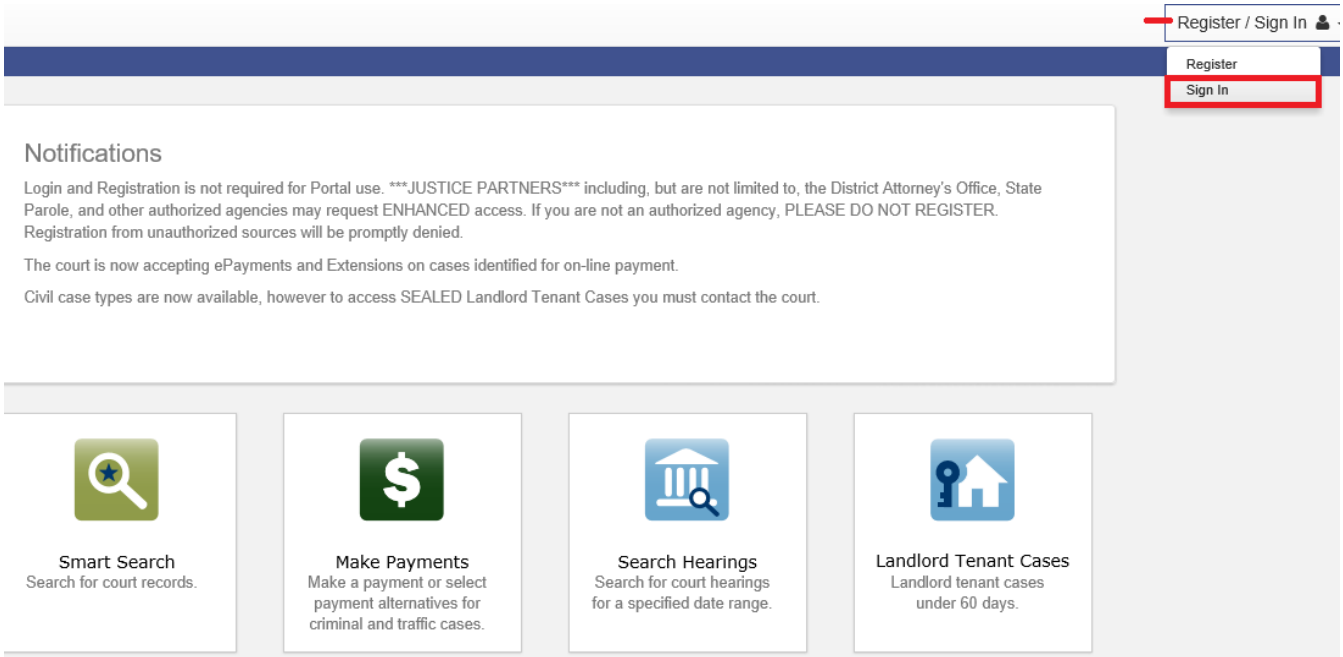
8) You will receive an e-mail confirmation for verification. Within that e-mail click “Odyssey Portal” link.



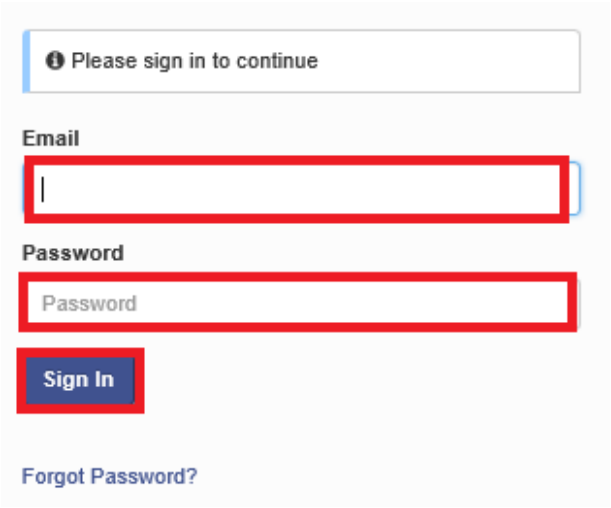
9) You will receive a validation confirmation. Click the blue “log in” button.



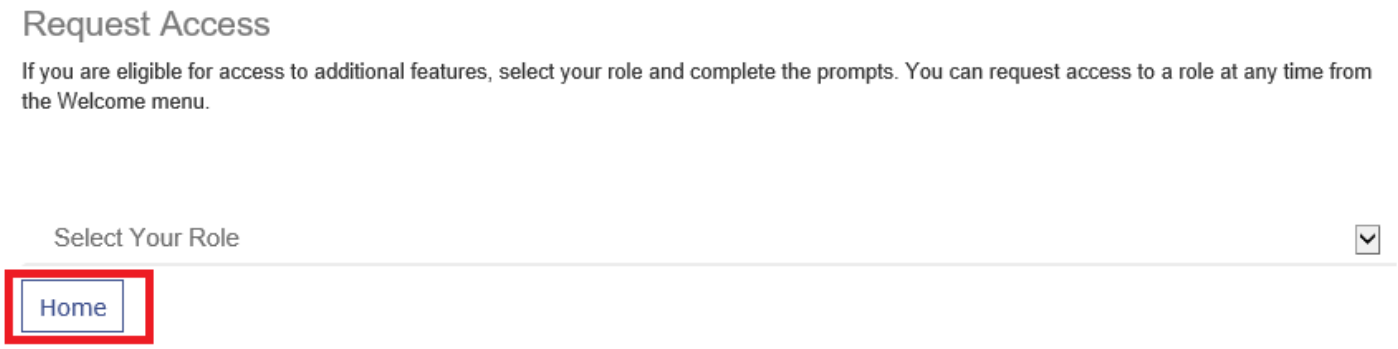
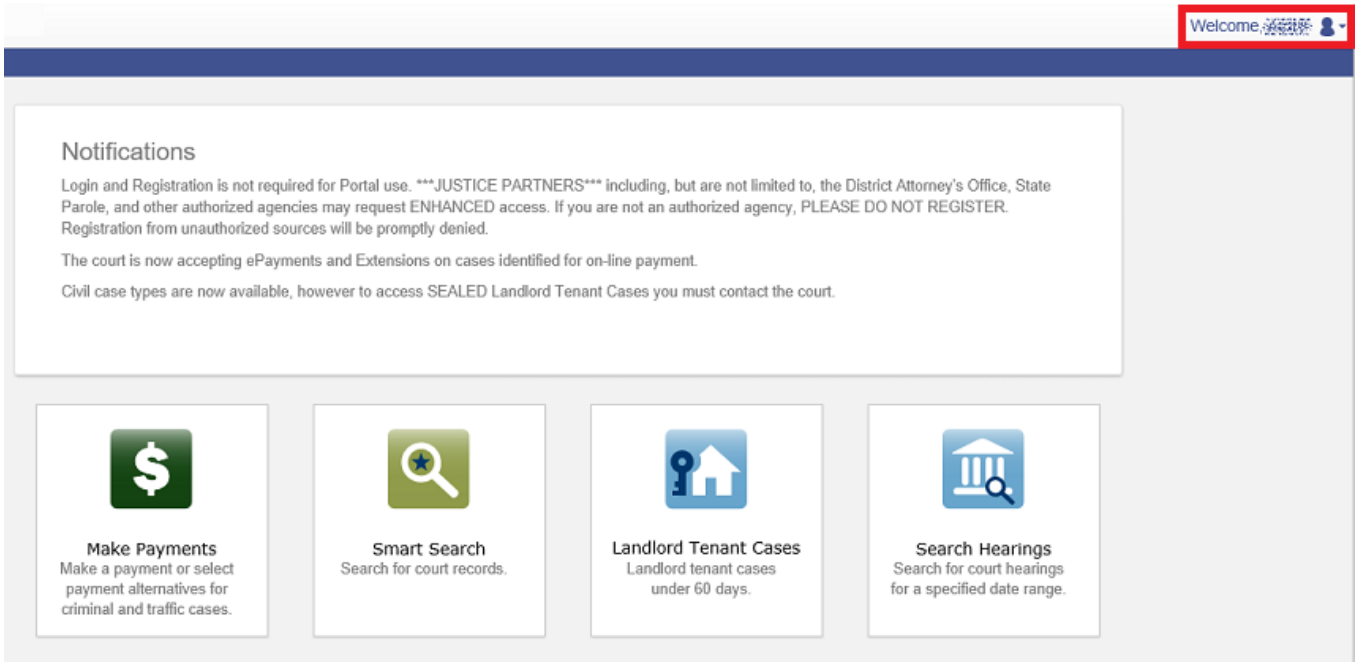
10) On the court portal web site, click on “Register/Sign In” from the top right, then “Sign in” from the drop down.



11) Enter credentials and click the blue “Sign In” button.



12) Select the “Home” button. *(Note: Do NOT change the “Select Your Role”. changing this will cause your account to be unusable”)*



13) You will be brought to the home page. You will know you are logged in by seeing your account at the top right.