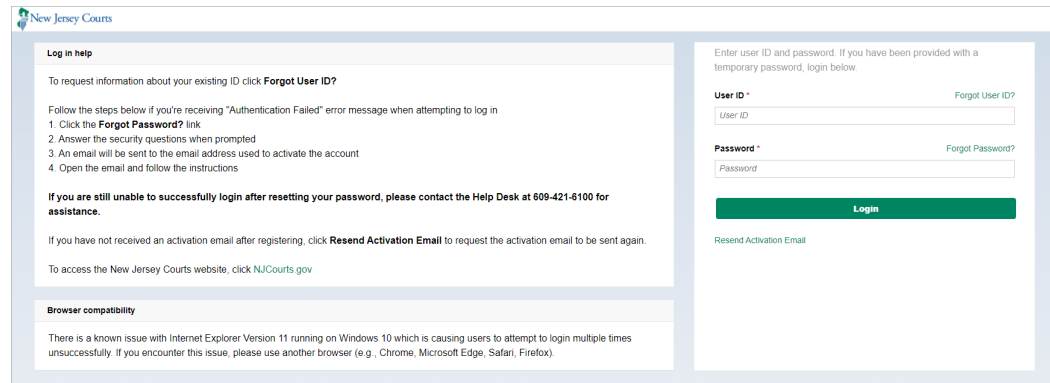


The quick reference guide below is a step-by-step process for adding the 'Evidence Submission' access to your New Jersey Courts Portal account.

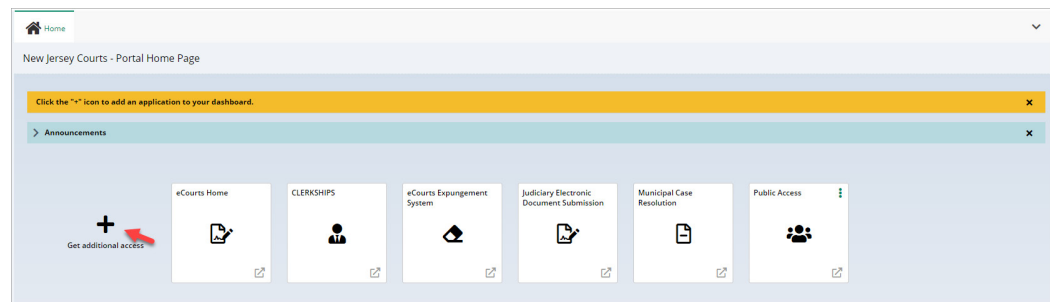
Process

Screenshot

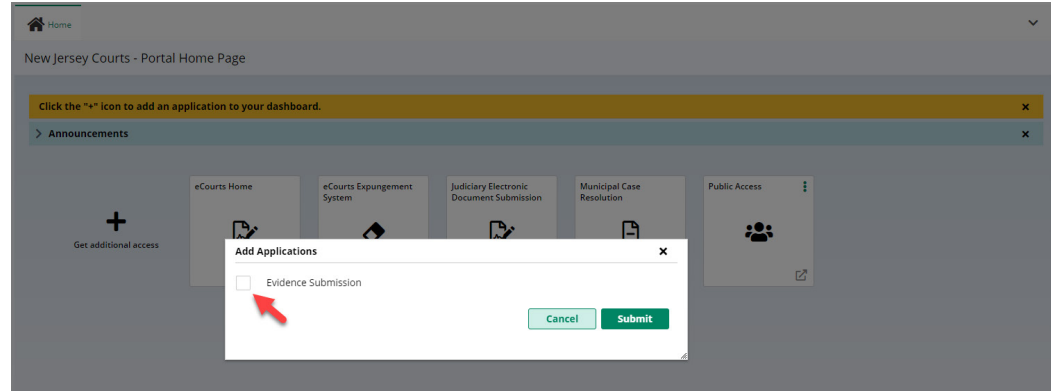
1. Login to the ESSO Portal (<https://portal-cloud.njcourts.gov/prweb/PRAuth/CloudSAMLAuth?AppName=ESSO>)



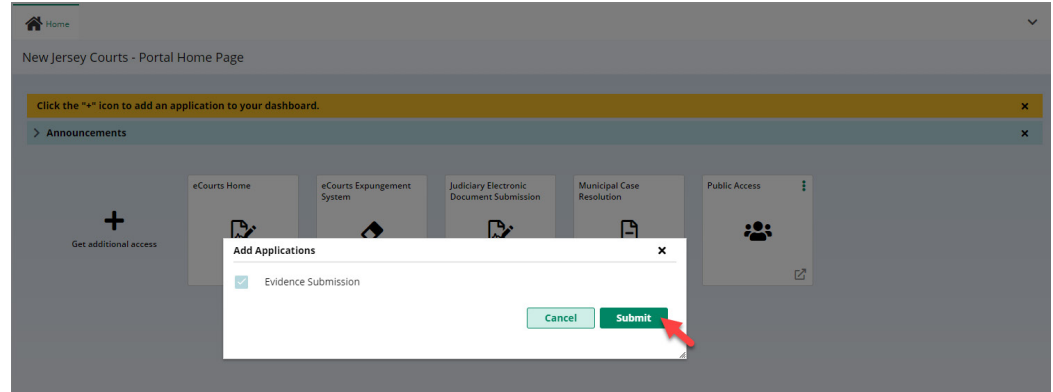
2. On the New Jersey Courts – Portal Home Page, select '+ Get additional access'.



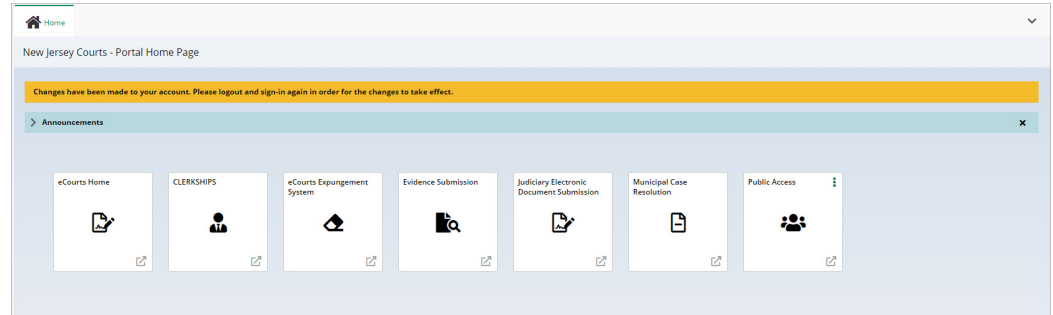
3. Select 'Evidence Submission' from "Add Applications" pop-up.



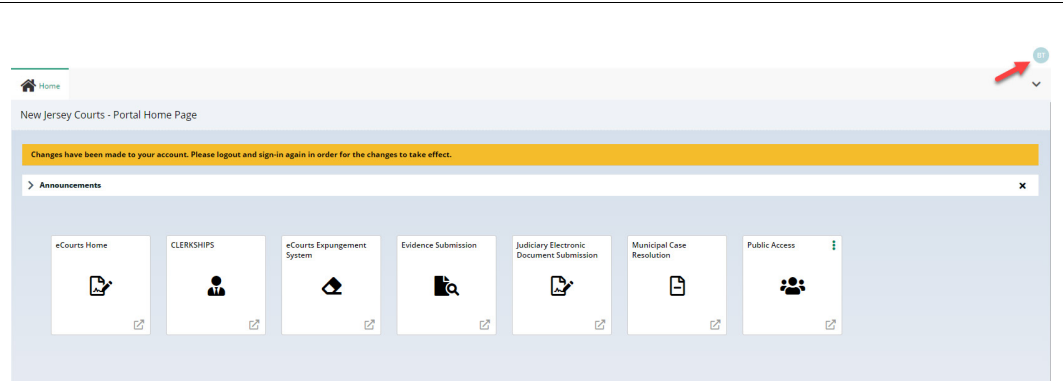
4. Select 'Submit'.



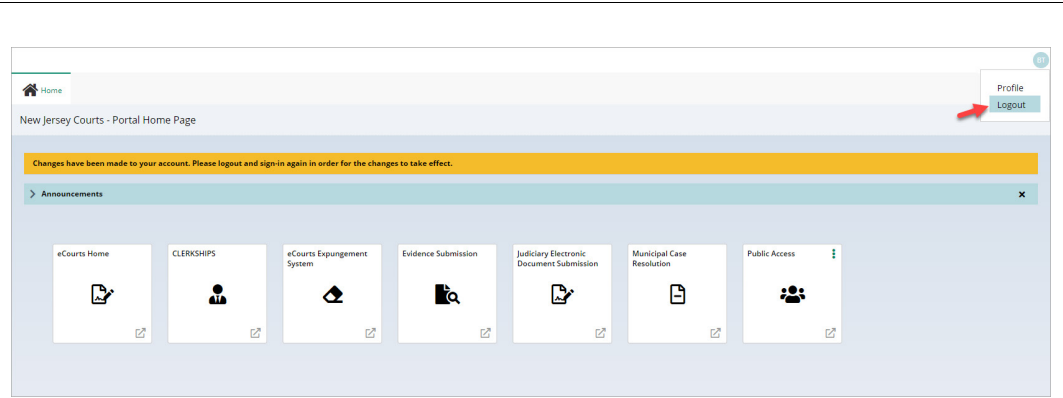
5. An alert will display that changes were made to your account and you need to sign off and sign back in for the changes to take effect.



6. Select your initials in the right-hand corner.



7. Select 'Logout'.



8. The login screen will display. Enter your user ID and password to log back into the New Jersey Courts – Portal Home Page.

