

## First-time Users - One-time Account Setup

Your temporary password can be used only once. It expires when you create your permanent password. In the future, use your permanent password to login as a "returning user".

### **Firms/Individual Attorneys**

1. Login with the unique **User ID and temporary password**.
2. Create your permanent password, make note of it for future use, and submit the requested basic data.
3. Go to your email inbox and click on the link in the activation email that you should have received. If there is no activation email, check your spam or junk folders, then contact us at [LFCP.Mailbox@njcourts.gov](mailto:LFCP.Mailbox@njcourts.gov).
4. Add [LFCP.Mailbox@njcourts.gov](mailto:LFCP.Mailbox@njcourts.gov) to your Address Book to ensure that you receive future notices regarding the annual assessment.
5. For additional assistance click [help](#).