



Registering for an eCabinet Account

A Quick-Start Guide to Electronic Filing with eCabinet

1. Go to the **Vermont Judiciary** webpage: www.vermontjudiciary.org
2. In the **Electronic Services** box, click **Electronic Filing**.
3. On the **Electronic Services eCabinet Electronic Filing** page, click the **eCabinet logotype** (like the one at the top of this page) or the **Electronic Filing** link in the left menu.
4. On the **Welcome to eCabinet** screen, click the **Register Now!** link.
5. Fill in the four sections of the **Account Registration screen**: Role, User Name/Password, Security, and Filer Email/ Contact Information. Fields marked with a red asterisk are required.

Role Section:	<ol style="list-style-type: none">1. Click the Select Role down-arrow, click the type of filer you are, and click the Select button.2. If you are an attorney, select the state in which you are licensed, and then type your Attorney License Number (<i>not your VBA number</i>) in the text box. If you are not an attorney, skip this step.
User Name/Password Section:	<ol style="list-style-type: none">1. In the User Name box, type a name that will be used with the password you enter to gain access to your eCabinet account.2. In the Password box, type a 6- to 16- character password for your account.3. Re-type the password, as requested.
Security Section:	<ol style="list-style-type: none">1. Click the down-arrow to the right of the Security Question prompt and click the question you want to associate with the account.2. In the Security Answer box, type the answer.
Filer Email/Contact Information:	<ol style="list-style-type: none">1. Type your name: First, Middle, Last name, and Suffix.2. Type your Primary Email Address.3. Add up to two Additional Email Addresses to associate with your account.4. In the appropriate boxes, type your contact information:<ul style="list-style-type: none">▪ Official Mailing Address: Street Address (2 text boxes).▪ City/State/Zip Code: Click the State down-arrow and select the state.▪ Phone #: ###-###-#### (e.g., 802- 555-1212)
Attorneys: When you add or change your eCabinet information, you are NOT updating your attorney licensing information!	

6. Click the **Register** button. eCabinet reviews the entries and flags any errors. If you are registering as an attorney and eCabinet tells you that your *"Name and Vermont License Number do not match the information on file,"* click the OK button to allow validation of your license to proceed. After the judiciary staff validates your License Number (it might take a day or so) you will get an email to proceed as below or an "application rejected" email if the staff does not find your license number on our list of "active" VT attorneys.

7. eCabinet displays a **Registration Information for eCabinet Received** message that includes a registration reference number and sends official notification of your registration to the primary email account you entered.
8. Go to your **primary email account** and open the **Your Account for eCabinet is ready for Activation** email message.
9. Click the **Activation** link to go to the eCabinet website.
10. eCabinet prompts you to **verify your identity** by displaying the security question you set up during registration. Type the **answer to the security question**.
11. Click the **Activate** button. You can now sign onto your eCabinet account by typing your User Name and Password.