

Register an Organization

Click on the Register a new organization link



ICCES Registration

Register a New Organization

Organization Name: Type:

Address: City: State: ZIP Code:

Authorizing Attorney Bar Number:

Administrator Information

Bar Number:

First Name: Middle Name: Last Name: Suffix:

Email Address:

Billing Contact Information Same as above

Bar Number:

First Name: Middle Name: Last Name: Suffix:

Email Address:

1. Enter the name of the organization, type of organization and address.
2. If the agency is a law firm, enter the **authorizing attorney bar number**. Each law firm must have one attorney who is responsible for authorizing the creation of this law firm in ICCES.
3. Enter the name and email address of the administrator. If the administrator is not an attorney, do not enter any data in the bar number field.
4. Enter the name and email address for the billing contact. If the billing contact is not an attorney, do not enter any data in the bar number field. Select **Billing Contact Information – Same as above** if the billing contact and administrator is the same person.
5. Click the Submit button. This will save your information and an email will be sent to the administrator with your Organization ID. Keep this information on file.

Add Additional Users

Update Organization

Organization ID:

Forgot your Organization ID? Please email support at iccessupport@judicial.state.co.us or call (720) 921-7859.

Organization: Test Law Firm
Organization ID: 3E71D969 **Please retain this number to update your organization at a later date.**
Administrator's Name: Test Attorney
Administrator's Email: test.attorney@gmail.com
Administrator's Bar Number (if applicable):
Billing Contact Name: Test Attorney
Billing Contact Email: test.attorney@gmail.com
Billing Contact Bar Number (if applicable):

No additional users found for this organization.

Add an Additional User:

Bar Number:
First Name: Middle Name: Last Name: Suffix:
Email Address:

1. After you have entered your organization's information you may add additional users.
2. If the user is not an attorney, leave the bar number field blank.
3. Enter the name and email address of the user and click the Add User button.
4. Continue to add all users at your organization.
5. Once you have entered all your users click the Finish button.

Add Additional Users at a Later Time

Click the Update Registration link



ICCES Registration

Update Organization

Organization ID:

Forgot your Organization ID? Please email support at iccessupport@judicial.state.co.us or call (720) 921-7859.

1. Enter your Organization ID.

Update Organization

Organization ID:

Forgot your Organization ID? Please email support at iccessupport@judicial.state.co.us or call (720) 921-7859.

Organization:	Test Law Firm
Organization ID:	3E71D969 <i>Please retain this number to update your organization at a later date.</i>
Administrator's Name:	Test Attorney
Administrator's Email:	test.attorney@gmail.com
Administrator's Bar Number (if applicable):	
Billing Contact Name:	Test Attorney
Billing Contact Email:	test.attorney@gmail.com
Billing Contact Bar Number (if applicable):	

No additional users found for this organization.

Add an Additional User:

Bar Number:

First Name: Middle Name: Last Name: Suffix:

Email Address:

1. If the user is not an attorney, leave the bar number field blank.
2. Enter the name and email address of the user and click the Add User button.

Note: This data will be stored until October 1, 2012. At that time, you will receive an email from ICCES that will contain a URL link to the ICCES website and a temporary password. You may then activate your account and begin using ICCES at the pilot locations. ICCES will be used statewide beginning January 1, 2013.