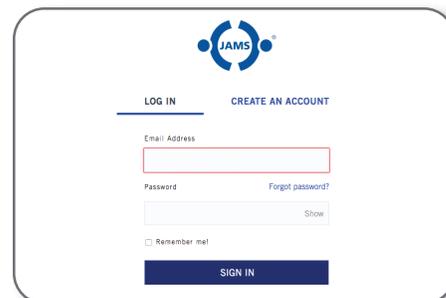


JAMS ACCESS REGISTRATION

JAMS Access is a secure, online case management platform provided to JAMS clients at no charge. Registration is quick and easy.

1. Go to access.jamsadr.com to create an account.*

Fill out all of the mandatory fields. **Make sure to use the email address associated with your JAMS account.** Agree to the Terms of Service and Privacy Policy. Click the **Create An Account** button to confirm that you have successfully registered. Check your email for a message from JAMS Access and click the link to verify your account. Now you're ready to sign in.



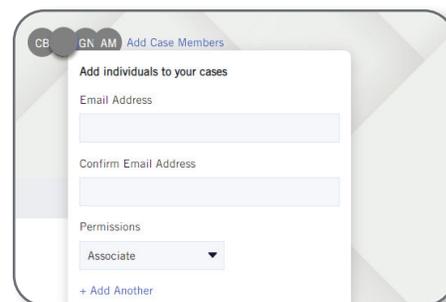
2. View the **User Guide** to learn more.

Signing in will take you to your JAMS Access **Overview** page. Click on the **Resources** tab within the **News & Insights** tab to view our comprehensive User Guide. Contact your local JAMS Case Manager or click **Support** if you have further questions.



3. Add a paralegal or assistant to a case.

Click on a case under the **Case** tab. Find the user icons at the top right and click on **Add Case Members**. Complete the drop-down form for each person you wish to add to the case. They will receive an email from JAMS Access with a registration link. *In order to add an additional attorney, please contact your JAMS Case Manager.*



**JAMS Access is supported by the latest versions of MS Edge, Firefox, Chrome and Safari and optimized for tablets and smartphones. Please make sure you are using the most up-to-date browser or software.*