



Request for Extended Access to Bexar County Portal

Agency Instruction

To apply for the new Bexar County Portal, Agencies/Organizations will need to designate an **Agency Account Coordinator**, who will coordinate the User's responsibilities of the application process, i.e. registering online and signing the User Agreement Form, and submitting the required application documents to the County Clerk of Bexar County. Once the application has been submitted, approved, and processed, Users will be able to use the new Bexar county Portal to gain elevated access to court records.

Agency Account Coordinator Responsibilities

- Prepare and submit the Master Subscriber Agreement signed by someone with authority to bind the Agency – One time submission
- Learn the User's registration Process
- Manage User access by submitting a **Bexar County Portal Login Access Form**, along with their Individual User Agreement Forms, when a User needs to be added or deactivated or their access level changes, and a completed user management Tool – Data Access for Bexar County portal spreadsheet that includes all the users' information associated with the request.

Submit Request for New users

1. Have each new user sign a completed User Agreement Form.
2. Complete a **Bexar County Portal Login Access Form** and a completed spreadsheet that lists the information for the new users, what special access they should be granted, and 'New user' in the Action column.
3. Electronically send all the documents to BCCLerkInfo@bexar.org
4. You will receive an email once the request has been processed.

Submit Request to Deactivate a User

1. Complete a **Bexar County Portal login Access Form** and a spreadsheet that lists the information for user(s) that should be deactivated and 'Deactivate user' in the Action column.
2. Electronically send the request to BCCLerkInfo@bexar.org
3. You will receive an email once the request has been processed.