



Topic: The following document will demonstrate how to enter two-factor information in ESSO and access judiciary applications.

Summary: Passcode information is sent to the email or mobile number provided in the 2 factor section in ESSO.

This Guide is for: Attorneys to enter or update their two factor information and access the Attorney Registration application.

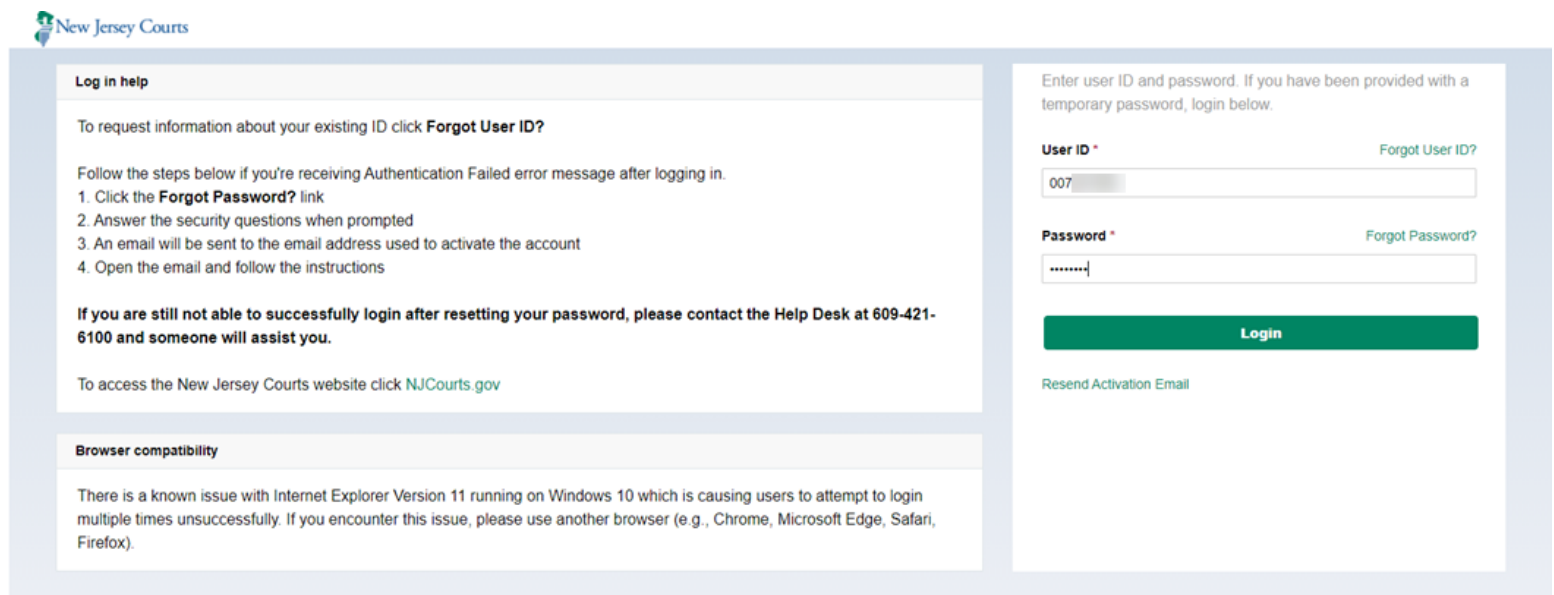
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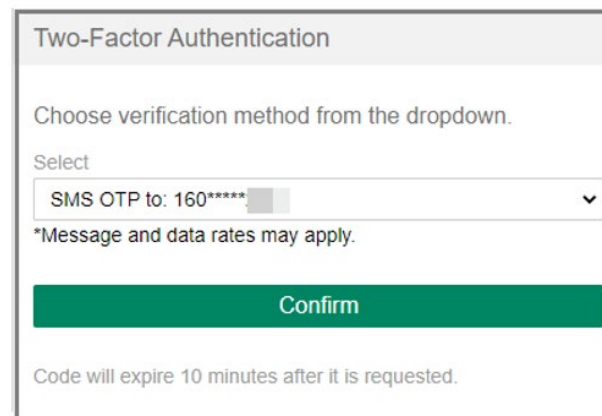
Login and choose two-factor authentication method

1. Users should enter Attorney Bar ID and password at the Judiciary single sign-on.

2. A prompt to choose delivery method of code will display.



The screenshot shows the New Jersey Courts login interface. On the left, there is a 'Log in help' section with instructions for users who are having trouble logging in, including a list of steps: 1. Click the 'Forgot Password?' link, 2. Answer security questions, 3. An email will be sent to the email address used to activate the account, and 4. Open the email and follow the instructions. Below this is a note that if users are still unable to login after resetting their password, they should contact the Help Desk at 609-421-6100. At the bottom of the help section, there is a 'Browser compatibility' note about Internet Explorer Version 11 on Windows 10. On the right, there is a login form with fields for 'User ID' (containing '007') and 'Password'. There are links for 'Forgot User ID?' and 'Forgot Password?'. A green 'Login' button is present, along with a 'Resend Activation Email' link.



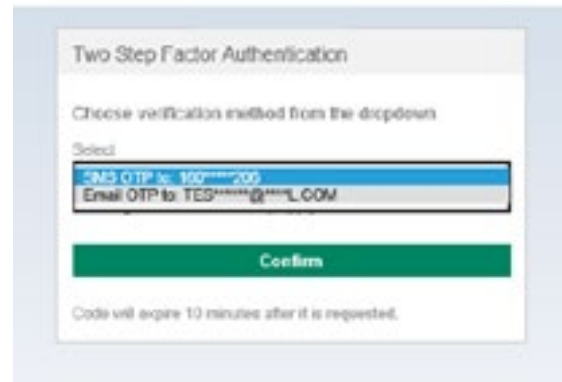
The screenshot shows a 'Two-Factor Authentication' prompt. It asks the user to 'Choose verification method from the dropdown.' Below this is a dropdown menu labeled 'Select' with the option 'SMS OTP to: 160*****'. A note below the dropdown states '*Message and data rates may apply.' At the bottom of the prompt is a green 'Confirm' button. A footer note says 'Code will expire 10 minutes after it is requested.'

3. Click on the dropdown to display the option to select email.
4. Select SMS Text or Email.
5. Click **Confirm** and screen will prompt for passcode.
6. Check the mobile/email address you selected to retrieve the OTP code.

If Email Option is chosen:

You should check your email for an email from 2FA.mbx@njcourts.gov.

The Pin numbers you need to enter are to the RIGHT of the dash (-). In the example below the One-Time Passcode(OTP) is: ????-**942???**87 (The Bold numbers are the numbers your will add). Do not copy and paste the entire passcode.



On-Demand One-Time Passcode

.....

 IMPORTANT: This is an automated response.
 Please do not reply to this email.

.....

 Here is your On-Demand One-Time
 Passcode(OTP): [redacted]-942 [redacted]87. Expires after
 use or 10 minutes.

Please enter the code or copy and paste the code
 into the One-Time Passcode(OTP) field to login to
 the application.

Thank You,
NJCourtsOnline.com

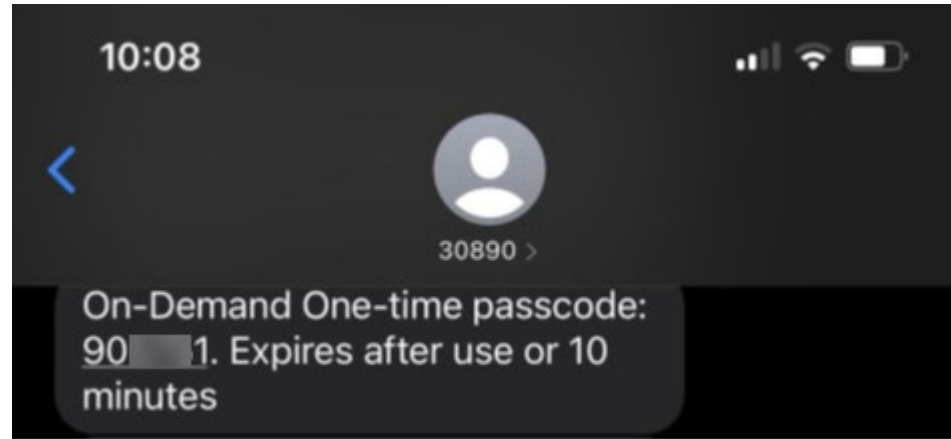
If Text Message (SMS Option) is Chosen:

You should check your mobile device for a text message from "30890." Unlike the email option, the Text Message (SMS Option) only gives you the numbers needed (without the dash).

7. Enter One-Time Passcode sent to method selected.

8. Click **Login**.

Note: The system will prompt a user for the two-factor code if the last login occurred after more than 48 hours.

A screenshot of a web login form titled "One - Time Passcode Login". The form contains the following elements:

- Instruction: "Enter the One-Time Passcode(OTP) sent to the email/phone number you selected."
- Input field: A text box containing "90[redacted]1".
- Submit button: A green button labeled "Login".
- Link: A blue link labeled "Regenerate".
- Footnote: "Passcode will expire 10 minutes after it was requested."

9. The ESSO (Enterprise Single Sign On) portal homepage will display your Judiciary applications. This completes the login process to ESSO using two-factor authentication.

