

Attorney Registration

1. Welcome to the Mediation Tribunal Association Online Case Evaluation training.
2. This tutorial will cover the process of “Registering for” and “Logging in” to the new MTA Application.
3. To begin, log in to the site www.mediationtribunal.org.
4. Once the site loads, please find the **MTA LOG IN** icon available, at 3 different locations for your convenience,
 - a. On the right side of the top banner which is accessible across the site
 - b. On the main navigation bar
 - c. Under the **quick links** of the home page
5. Upon clicking, you will be redirected to the application log in page.
6. For a first-time user, click the **Register** button as seen on the screen.
7. This will allow you to register and create your account and will only need to be done once.
8. On the “User Registration” screen, please provide all the requested information that applies to you. The fields denoted by asterisk (*) are mandatory requirements for registration.
9. Mandatory information includes, “First Name”, “Last name”, “Email”, “Attorney Bar Number”, “Address”, “City”, “State”, “ZIP”, “Password”, “Repeat Password”
10. “Notification Email” is an option of, choosing to receive notifications to a different email address (or addresses). You can enter two email addresses in this section, each separated by a semi-colon (;). Both the email addresses would then receive the notices.
11. Please note that the password must be at-least 8 characters long and contain at-least,
 - a. One number
 - b. One lower case letter
 - c. One upper case letter

- d. One special character
12. If your password does not meet the requirements, you will see this error message *"Passwords must contain at least one number, one lowercase letter, one uppercase letter, one special character and a minimum of 8 characters."*
 13. Please make sure to read, understand, agree and check the "User Agreement" before you click "Submit".
 14. If you are presented with any error message, follow the directions to correct that piece of information and re-submit.
 15. Upon successful submission, you will see *"Your account has been created"* message and then would be automatically redirected to the Log in page where you will then be able to log in using the username and password you selected for your account.
 16. If you wish to edit your information or log off at any moment of time, click on the banner where it says "Hello <your first name> <last name>" located on the top right corner, to drop down two options,
 - a. My profile -> where you can edit your current profile information.
 - b. Logout -> to logout of the system.

Thank you.



Mediation Tribunal Association