

# eNotify Document Portal NYS Unified Court System

USER GUIDE FOR EMAIL RECIPIENTS

# eNotify User Guide- Revised 06/2022

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### What is eNotify?

- Portal for litigants and agency partners to securely receive and view court documents.
- Inbox for documents received as a secure email that can be viewed and downloaded.
- Indicates the sender's name, time & date of sending, and any attachment details.
- Ability to search sent and received mail by keywords.

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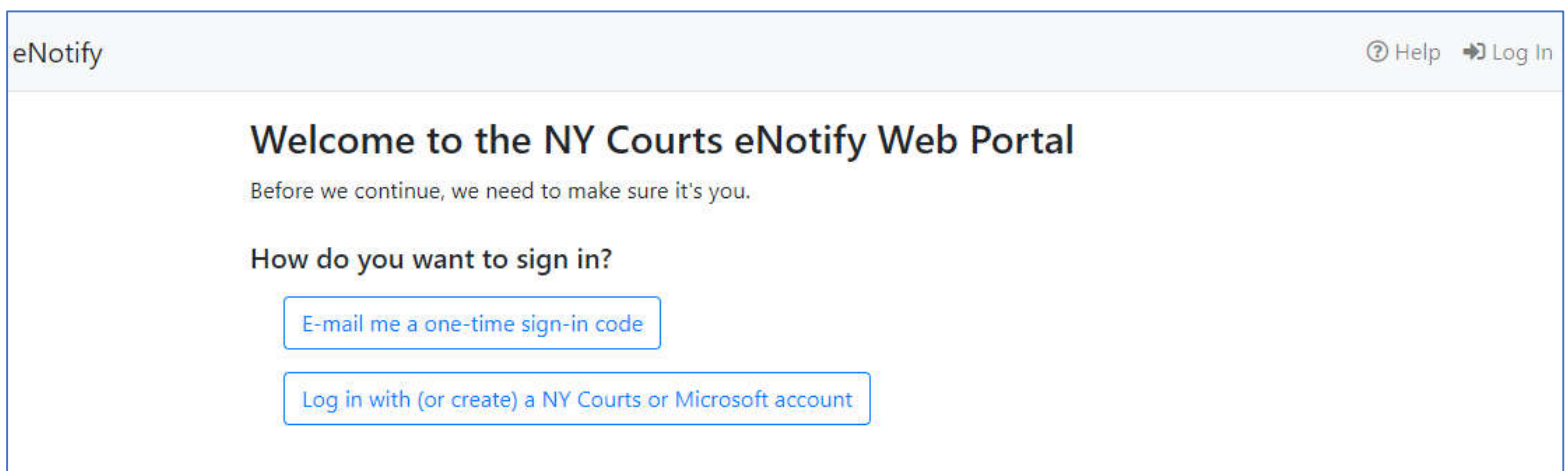
Landing Page: One-Time Passcode

**Disclaimer: For users who have an existing UCS account (or who previously logged in w/ a Microsoft account), please skip to [Page 5](#).**

For users who:

- Do not have a NY Courts account associated with their e-mail address, and
- Have not previously logged in to the eNotify Portal with a Microsoft account with that e-mail, then

When the user clicks the link to eNotify in their e-mail, they will be presented with the landing page:

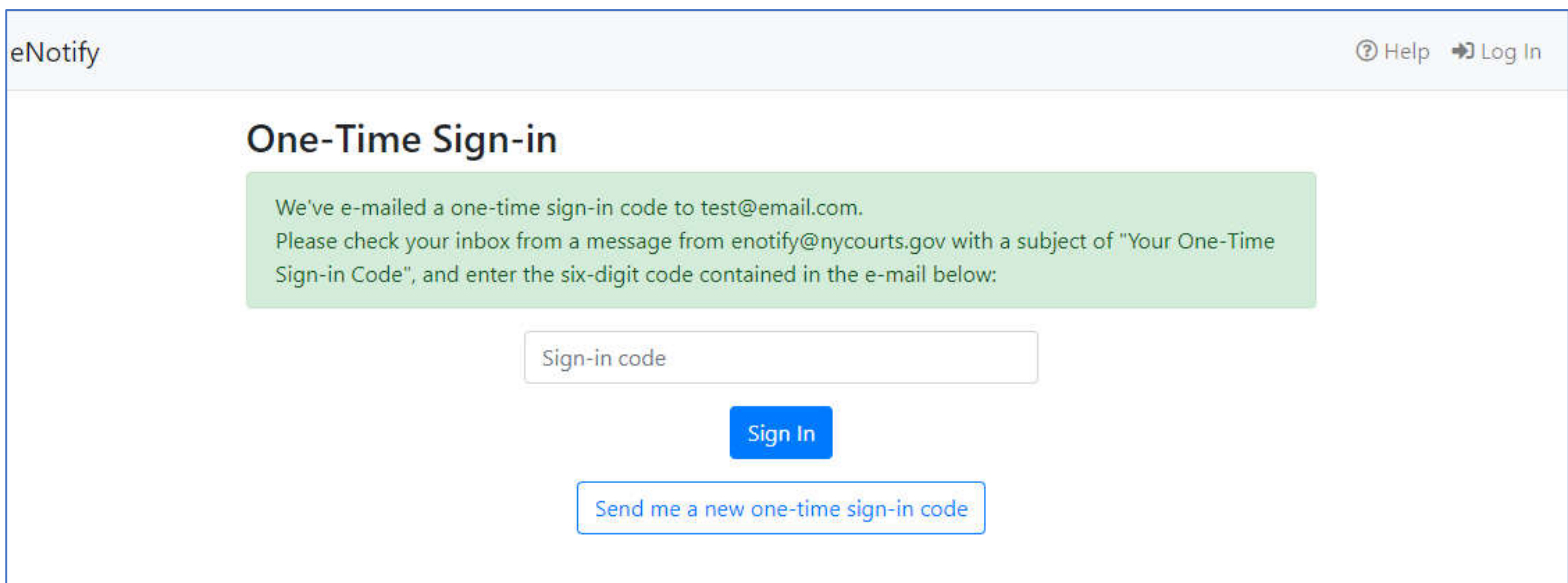


The screenshot shows the eNotify landing page. At the top left is the 'eNotify' logo. At the top right are links for 'Help' and 'Log In'. The main heading is 'Welcome to the NY Courts eNotify Web Portal'. Below this is a sub-heading: 'Before we continue, we need to make sure it's you.' The question 'How do you want to sign in?' is followed by two buttons: 'E-mail me a one-time sign-in code' and 'Log in with (or create) a NY Courts or Microsoft account'.

Please note that the only way to launch the one-time-code sign-in process is to follow the link in an e-mail. There is no way to start a one-time sign-in process if the user visits the portal directly in their web browser (however, they could create or log in with an account).

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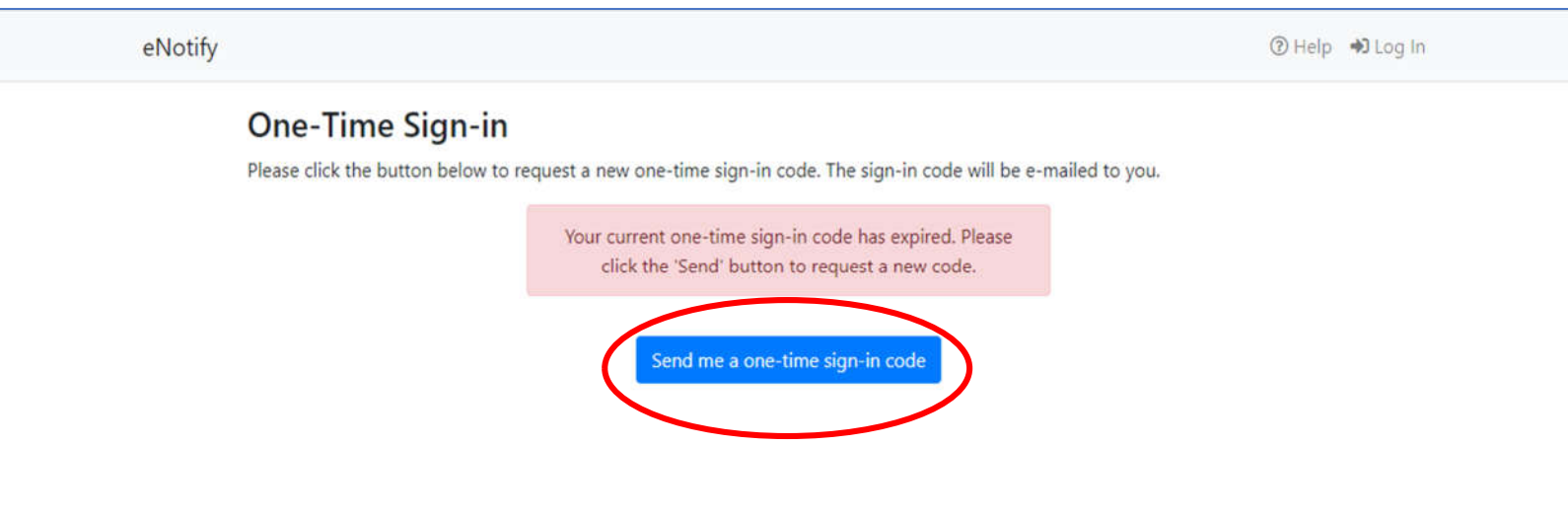
Upon clicking the "E-mail me a one-time sign-in code" button, the user is taken to this screen:



The screenshot shows the eNotify interface. At the top left is the "eNotify" logo, and at the top right are "Help" and "Log In" links. The main heading is "One-Time Sign-in". Below this is a green informational box containing the text: "We've e-mailed a one-time sign-in code to test@email.com. Please check your inbox from a message from enotify@nycourts.gov with a subject of 'Your One-Time Sign-in Code', and enter the six-digit code contained in the e-mail below:". Below the box is a text input field labeled "Sign-in code". Underneath the input field is a blue "Sign In" button. At the bottom of the form is a light blue button labeled "Send me a new one-time sign-in code".

Entering the correct code (within fifteen minutes) will sign them in and take them directly to the eNotify message they were attempting to view.

If the time between entering the code and when it was sent exceeds 15 minutes, the code will be expired and the user will have to use the option to send them another one-time sign-in code.



The screenshot shows the eNotify interface. At the top left is the "eNotify" logo, and at the top right are "Help" and "Log In" links. The main heading is "One-Time Sign-in". Below this is the text: "Please click the button below to request a new one-time sign-in code. The sign-in code will be e-mailed to you." Below this text is a pink informational box containing the text: "Your current one-time sign-in code has expired. Please click the 'Send' button to request a new code." Below the pink box is a blue button labeled "Send me a one-time sign-in code", which is circled in red.

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## Sign in to eNotify

Click on the following link to access the eNotify sign in page:

<https://enotify.nycourts.gov/>


The eNotify system allows for two different sign-in paths. Users can choose to either sign in with NY Courts, or sign in with Microsoft.

The screenshot shows the eNotify sign-in interface. At the top left is the 'eNotify' logo, and at the top right are links for 'Help' and 'Log In'. The page is split into two main sections by a vertical line with 'OR' in the middle.

**Sign in with NY Courts**

User:

Password:

 [Sign in with NY Courts](#)

[Forgot Username](#) - [Forgot Password](#)


If you have an existing NY Courts account (NYSCEF, eTrack, etc.), please sign in using the form above. Once signed in, you will be able to view secure messages that were sent to the primary e-mail address associated with your NY Courts account.

Need to verify or change the e-mail address on your NY Courts account? Log into the NY Courts Self Service application, and under Manage Account, choose EMail Address.

Don't have a NY Courts account?

[Create NY Courts Account](#)

**Sign in with Microsoft**

 [Sign in with Microsoft](#)

If you have an existing personal or work account with Microsoft, click the button above to sign in.

Once signed in, you will be able to view secure messages that were sent to the primary e-mail address associated with your Microsoft account.

*If you previously created a Microsoft account to view encrypted e-mails from the old eNotify system that used Outlook Message Protection, you can sign in with that account by clicking the button above.*

*Microsoft Exchange admins: [click here to grant consent](#) for users in your organization's ActiveDirectory tenant to sign in to eNotify with their AD accounts.*

*Why don't I see an option to log in with a one-time code? For security reasons, you're not seeing an option to log in with a one-time code because you've previously successfully logged in using a NY Courts account. Please log in with your NY Courts to continue. If you've forgotten the password, please click the "Forgot Password" link above.*

Need help? Please refer to the [eNotify System User Guide](#)

**Disclaimer: For users who may have skipped the one-time passcode option instructions, please refer to [page 3](#). Also refer to the bottom of this sign in page, where the potential lack of this option is explained.**

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## Sign in With NY Courts

- Allows users to sign in and view their eNotify portal using their existing NY Courts account information, or to create a new NY Courts Account to sign in with.

If the user chooses to sign in with NY Courts and create a new NY Courts account, they will be prompted with the below screen to create the account:

The screenshot shows the 'Create a New York Courts Account' page. The header includes the New York State Unified Court System logo and the text 'UCS Security - Self Service for Your Account'. On the left, there are navigation links under 'Options' (Home, Forgot Password?) and 'Help' (System Requirements, FAQ, Contact Us). The main content area is titled 'Create a New York Courts Account' and contains the following text: 'This page will help you create a new user account for the eNotify application. You may also be able to enable this account for use with other New York Courts applications in the future. To create your account, please enter the following:'. Below this is the 'Login Credentials' section with fields for 'Username:', 'New Password:', and 'Re-enter New Password:'. The 'Name & Contact' section includes fields for 'Prefix: (Optional)', 'First Name:', 'Middle Name: (Optional)', 'Last Name:', 'Suffix: (Optional)', and 'Email address:'. A 'Create Account' button is located at the bottom of the form.

The Account for accessing the E-Mails **MUST** be set up using the original recipient E-Mail address (not the individual's E-Mail address where forwarded) with a corresponding Password, wherever there is a **distribution list** connected to a centralized E-Mail address.

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Once signed in, the user will only be able to view messages that have been sent to their primary email address linked to their NY Courts account.

If the user would like to change the primary email address associated with their NY Courts account, press the **Self-Service Application** link on the login page:

If you have an existing NY Courts account (NYSCEF, eTrack, etc.), please sign in using the form above. Once signed in, you will be able to view secure messages that were sent to the primary e-mail address associated with your NY Courts account.

Need to verify or change the e-mail address on your NY Courts account? Log into the NY Courts **Self Service application** and under Manage Account, choose EMAIL Address.

Don't have a NY Courts account?

[Create NY Courts Account](#)

Within the application, press the **Email Address** tab to edit and save the new primary email address.

New York State Unified Court System  
UCS Security - Self Service for Your Account

**Manage Account**

- My Applications Home
- Password
- Challenge Question
- Link ActiveDirectory
- Two-Step Verification
- > Email Address**
- Phone Numbers
- Authentication

**Help**

- System Requirements
- FAQ
- Contact Us

**Manage Account: Set Email Addresses**

**EMAIL ADDRESS INFORMATION**  
The following email addresses are currently on file for your account. You may update any of the addresses below as needed.

**UCS Common**  
This address is used for password reset & account maintenance.

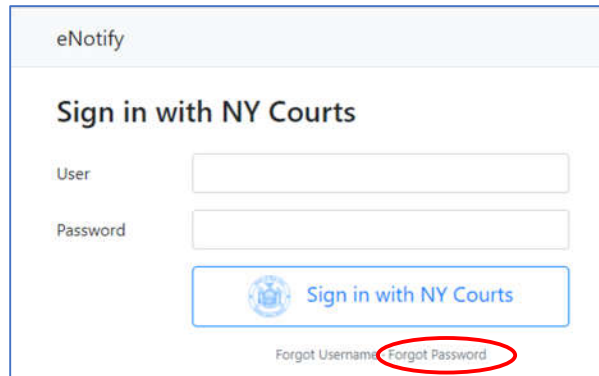
**UCS Account Email Address:**

[Save](#)

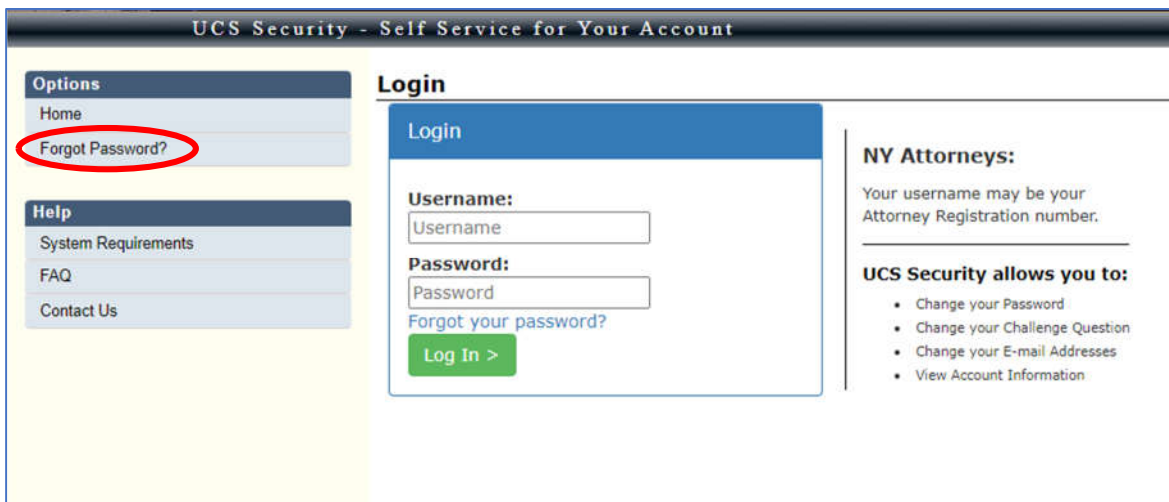
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## Forgot Password-NY Courts

If the user has forgotten the password to the NY Courts Account, pressing the **Forgot Password** tab on the main sign in screen will prompt the Forgot Password/Login window.



Within this window, the user can press the **Forgot password?** tab in the upper left corner of the screen, to begin resetting the password for the account.



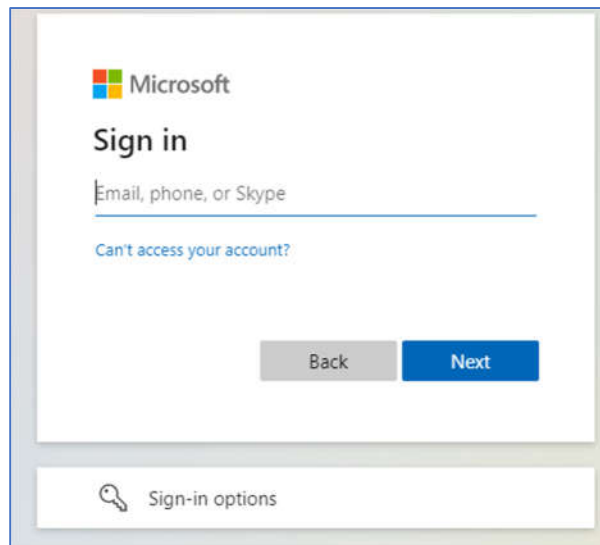
There are two available reset options: Reset by UCS Account Username or Reset by UCS Account Email Address.

**Caution: Resetting the password for a centralized E-Mail Account without notifying everyone associated to that E-Mail Inbox will cause issues when they sign in. Please contact members of the email group before resetting the password.**

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### Sign in With Microsoft Account

If the user chooses to sign in with Microsoft, they will be prompted with Microsoft's sign in screen:



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### Inbox

The eNotify Inbox will be the destination for a user's received secure emails. The inbox is defaulted to show the last 10 entries on a single page but can be adjusted to show up to the last 100 entries (Circled **Green in the screenshot below**).

The list of secure emails within the Inbox are sorted by the time of delivery. Emails that are new and unread will be **bolded**, and the number of unread emails will be indicated by a **badge**, or amount counter (Circled **Blue in the screenshot below**).

The search bar in the Inbox can be used to search the user's inbox for a file #, court name, party name, or any other relevant search criteria (Circled **Red in the screenshot below**).

### Screenshot (Inbox)

Attach	Received	From	Subject
	<b>Today, 10:07 AM</b>	NYS Courts	<b>@Secure: File 39511: Lescarbeau (Rensselaer County Family Court)</b>

Showing messages 1 to 1

Previous **1** Next


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### Opening a Secure Email from the Inbox

Once the user clicks a secure email they receive, they will be prompted with the email's summary screen, which displays the following information:

- Sender information
- Recipient information
- Time email was sent
- Subject of email
- Email's message
- Email's attachment(s) / document(s)

Documents can be viewed and downloaded from this screen. The email's summary will also display the expiration date/time for the attachment. (if there is one associated).

eNotify  Inbox

From: NYS Courts  
To: [testemail@nycourts.gov](mailto:testemail@nycourts.gov)  
Sent: Yesterday, August 3, 2021 3:05:57 PM  
Subject: Test Attached Document

Please see attached.

Attachments:

 [testing-OPsubmission-term-changes.pdf](#) (312.3 KB; available until 9/2/2021 3:05 PM)