

Setting up your eDiscovery Account

Open the Create Profile page, by going to <https://www.countyofnapa.org/MyAccount/ProfileCreate>

1. Enter your First Name, Last Name and the Email address you used on the Discovery Password Request Form you submitted to the DA's office. **Note: If you don't enter the email address exactly as it was on the form, you will not be able to login to e-Discovery.**
2. Enter a password, and confirm it in the Confirm Password text box.



Create Profile

Welcome! To begin, please complete the registration form below.

First Name*

Last Name*

Email*

Display Name

Use this field if you do not want your real name displayed.

Make my profile private

Yes

Password

Confirm Password

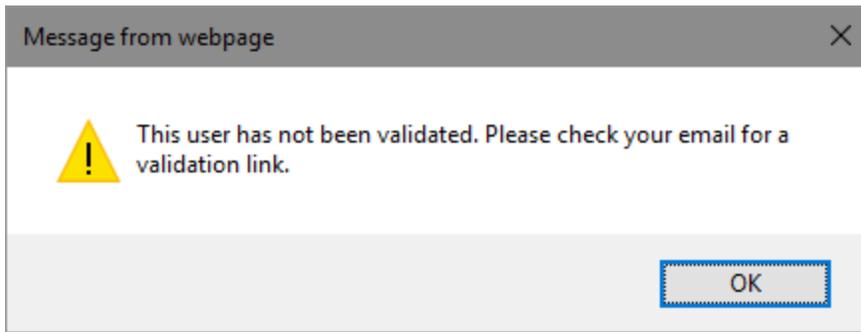
3. Scroll to the bottom of the form. Review the privacy policy, then click the “I agree to the policies, terms and conditions” check box.
4. Click on the “I’m not a robot” box. A green check mark should appear after you do this.
5. Click the “Create Profile” button

I agree to the policies, terms and conditions *

I'm not a robot 
reCAPTCHA
Privacy - Terms

[Cancel](#)

6. You should get the following popup message:



7. Check your e-mail, you should receive a message with an activation link within a few minutes. Click on the link to activate your account:

Napa County, CA: Validate Your Account Inbox x

 **listserv@civicplus.com** <listserv@civicplus.com>
to me ▾

This is an automated message.
Please do not respond to this email.

Your account has been created, please click this link to activate your account:

<http://ca-napacounty.civicplus.com/MyAccount/ValidateUser/ca6934cb-21ab-40ae-951c-ac953e725846>

8. Your account is now activated and you should see the Sign In page for the new Napa County website:

 **Sign In**
For a more interactive experience please sign in.

Sign In or Sign Up with...

Or...

Email or Username

Password

Forgot Your Password?

Keep Me Signed In

9. Enter your Email address and Password and click the Sign In button to make sure you are able to log in. If you can log in, proceed to Step 10. If you are unable to log in, please contact the webmaster at webmaster@countyofnapa.org.
10. Navigate to the Napa County Criminal Justice Network (CJNet) system by going to <https://services.countyofnapa.org/CJNetWeb/Account/LogOn>.

11. Enter the e-mail address and password you created your account with and click the Login button. If you are able to log in, click the Discovery link in the top menu to access your discovery. If you receive an error trying to login, click the "Account Issue?" link below the login form to submit a request to the administrator.