

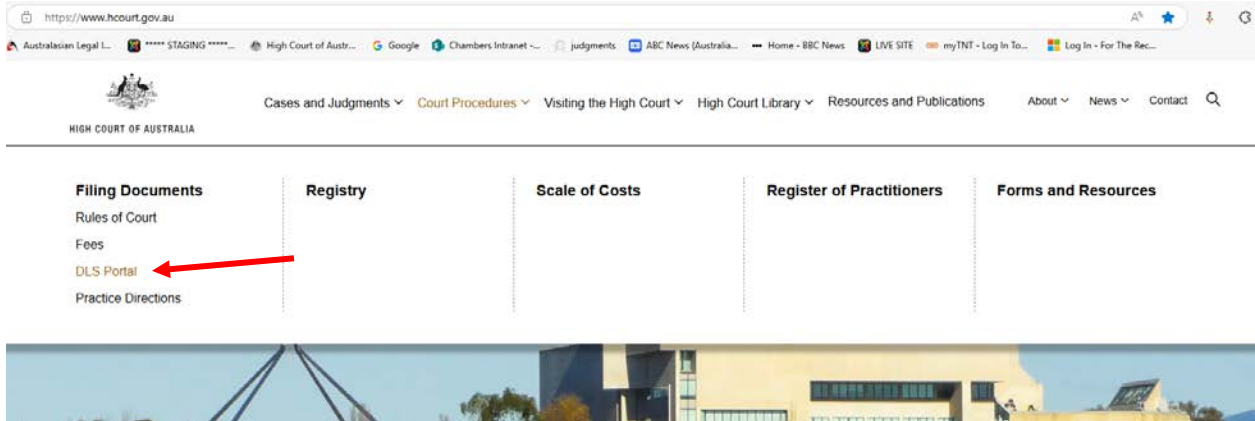


# HIGH COURT OF AUSTRALIA

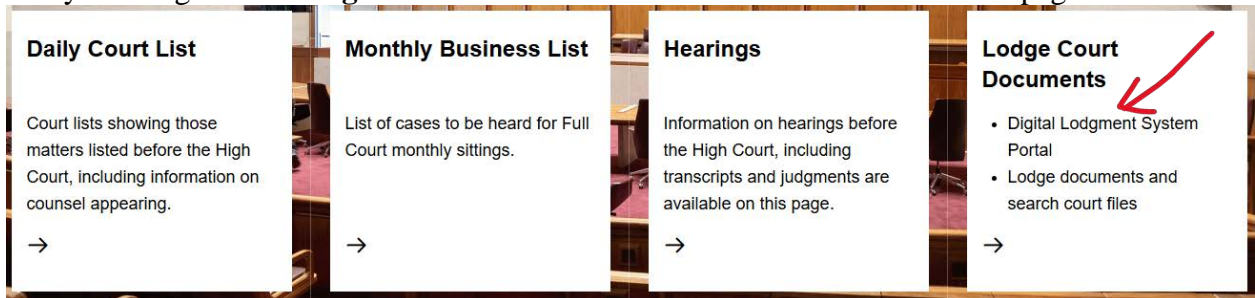
## How to reset a password

If you have forgotten the password for your DLS Portal Account, you may reset it yourself as outlined here.

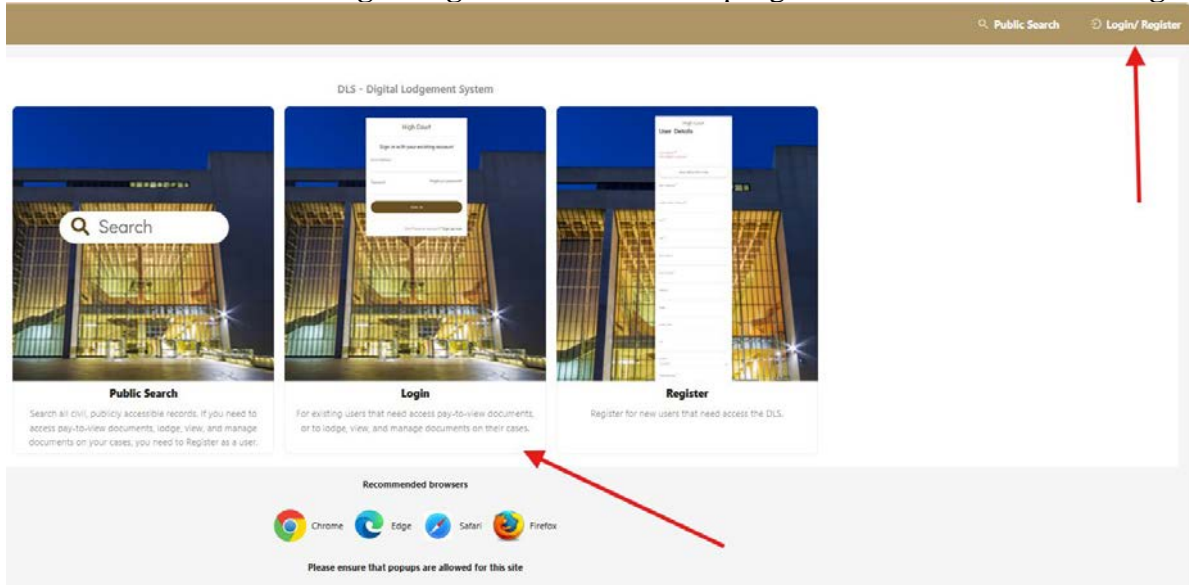
Open the DLS Portal from the High Court website. It is available under the **Court Procedures** menu:



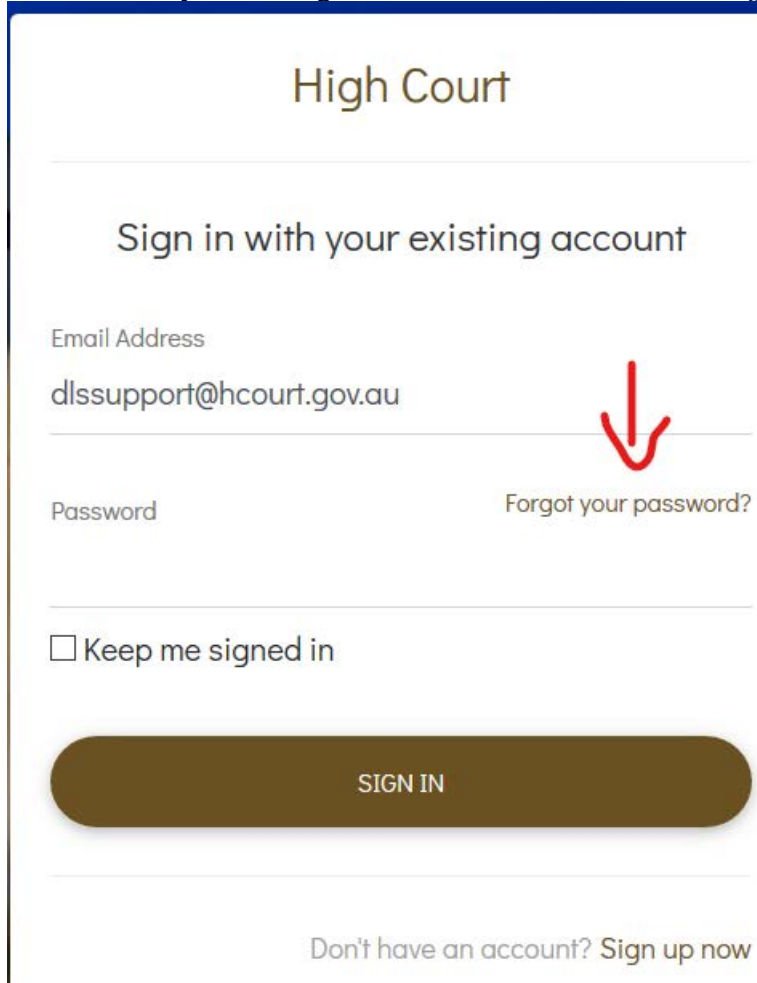
Or by clicking on the **Lodge Court Documents** button further down the home page:



You can either click the **Login/Register** button at the top-right of the screen or on the **Login** tile:

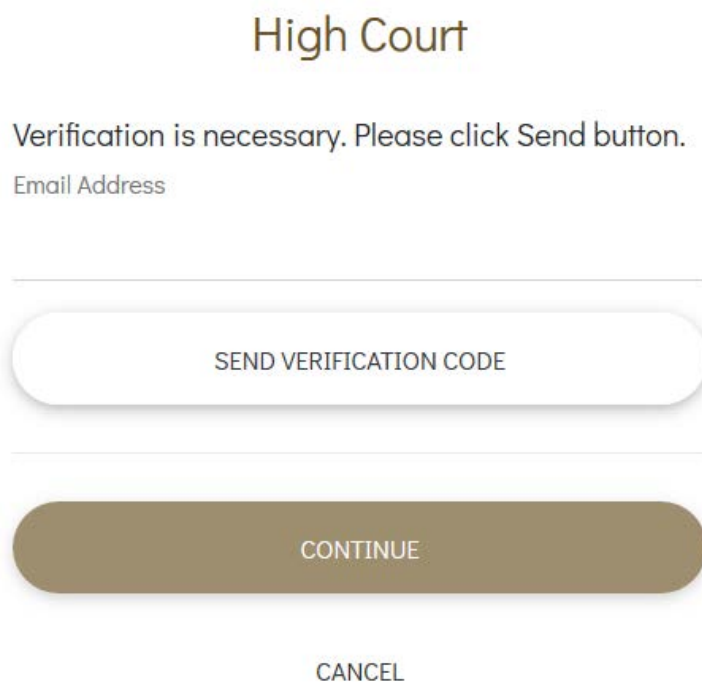


Both will take you to a login screen. Once there, click '*Forgot your password?*'.



The image shows a login screen for the High Court. At the top, the text "High Court" is displayed in a large, brown, serif font. Below this, the heading "Sign in with your existing account" is centered. There are two input fields: "Email Address" and "Password". The email field contains the text "dlssupport@hcourt.gov.au". A red hand-drawn arrow points down from the email field to the "Forgot your password?" link, which is located to the right of the password field. Below the password field is a checkbox labeled "Keep me signed in". At the bottom of the form is a large, rounded, brown button with the text "SIGN IN" in white. Below the button, the text "Don't have an account? Sign up now" is displayed in a smaller, brown font.

This will open a new window which requests your email address, which must be the same email address that you used to register. Click the **Send Verification Code** button. Do not close the window.



The image shows a verification screen for the High Court. At the top, the text "High Court" is displayed in a large, brown, serif font. Below this, the text "Verification is necessary. Please click Send button." is centered. There is an "Email Address" label above a text input field. Below the input field is a large, rounded, white button with a brown border and the text "SEND VERIFICATION CODE" in brown. Below this button is a large, rounded, brown button with the text "CONTINUE" in white. At the bottom of the screen, the text "CANCEL" is displayed in a smaller, brown font.

You will then receive an email with a new verification code.

## Verify your email address

Thanks for verifying your [dlssupport@hcourt.gov.au](mailto:dlssupport@hcourt.gov.au) account!

**Your code is: 512081**

Sincerely,  
HIGH COURT OF AUSTRALIA - Prod - B2C

If you do not get an email, check if it has been caught in your junk mail filter. You cannot proceed without the verification code.

Enter the verification code into the field and click the **Verify Code** button:

### High Court

Verification code has been sent to your inbox.

Please copy it to the input box below.

Email Address

dlssupport@hcourt.gov.au

Verification code

512081



VERIFY CODE



SEND NEW CODE

CONTINUE

CANCEL

Once your email address has been verified, click the **Continue** button:

## High Court

E-mail address verified. You can now continue.

Email Address

dlssupport@hcourt.gov.au

CHANGE E-MAIL

CONTINUE

CANCEL

A screen where you can update your password will open:

## High Court

New Password

Confirm New Password

CONTINUE

CANCEL

When you create your password, it must include an uppercase letter, a lowercase letter, a special character (such as !, @, % or something similar) and a number. It must be at least 13 characters long. You cannot proceed until you have a password which satisfies all of those criteria.

When you have successfully created a new password, the system will take you back to the login screen and you can enter your email address and new password to log into your DLS Portal account.