

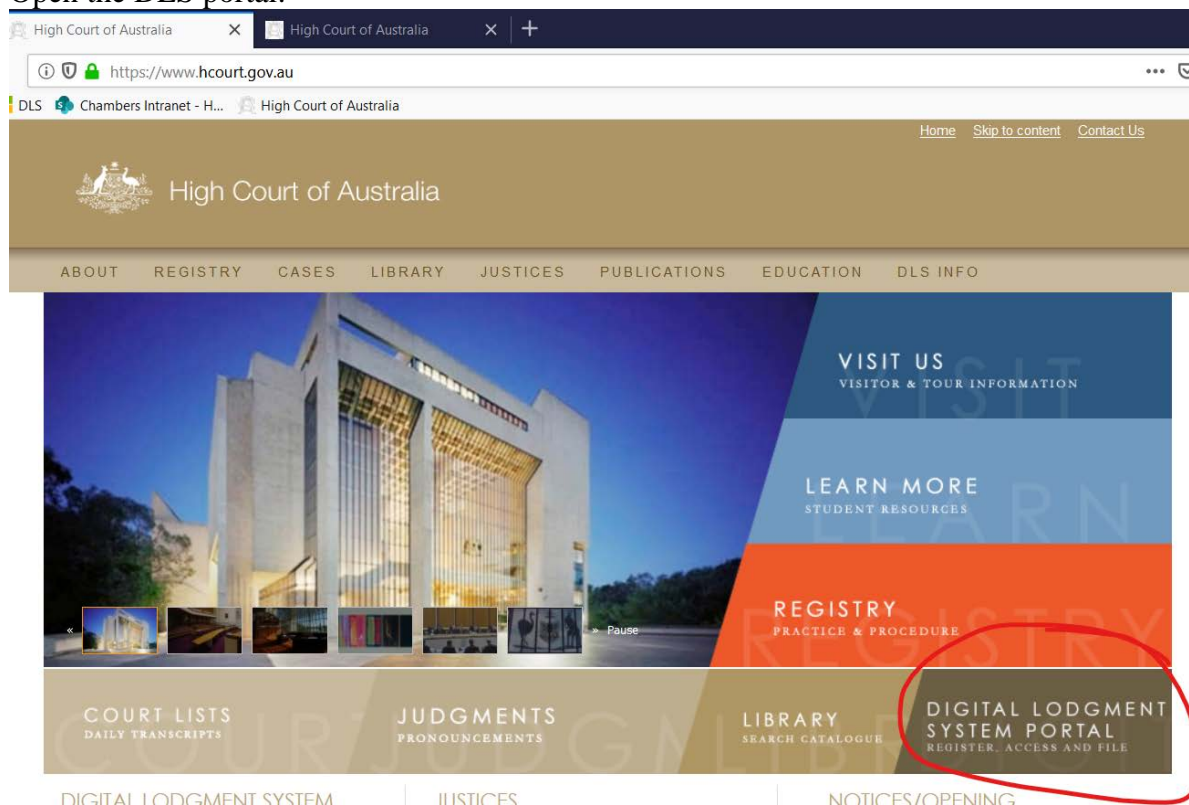


# HIGH COURT OF AUSTRALIA

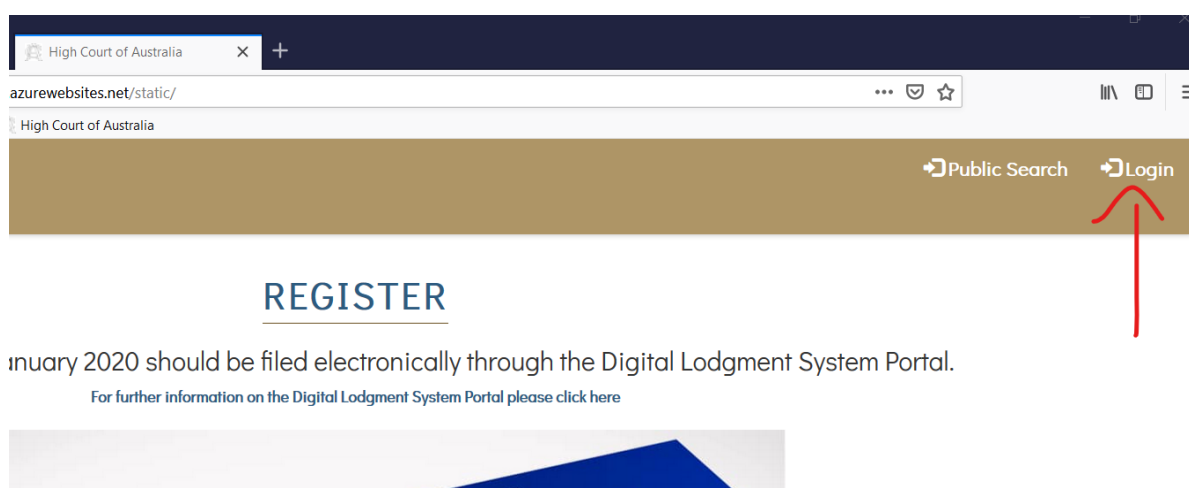
## How to reset a password

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

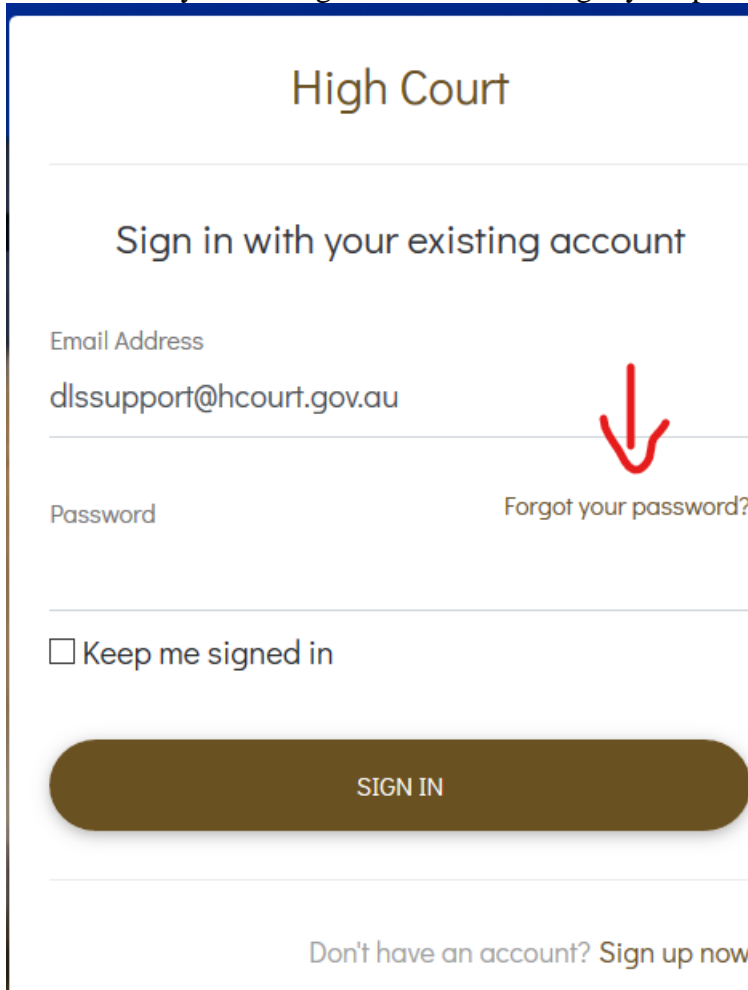
### Open the DLS portal:



You can either click the word “Register” or the login button at the top of the screen.



Both will take you to a login screen click “forgot your password?”.



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Sign in with your existing account

Email Address  
dlssupport@hcourt.gov.au

Password [Forgot your password?](#)

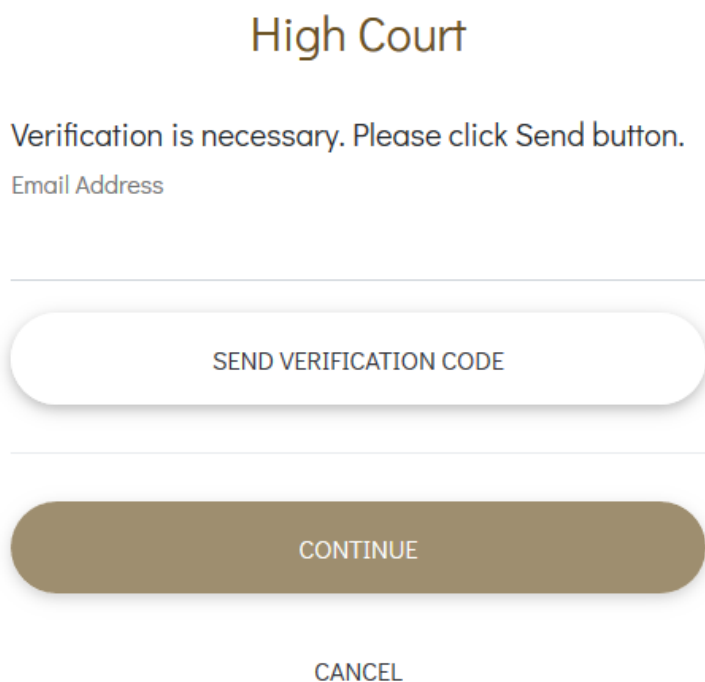
Keep me signed in

**SIGN IN**

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[Don't have an account? Sign up now](#)

This will open a new window which requests your email address, which should be the same email address that you used to register. Click the “send verification code” button. Do not close the window.



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Verification is necessary. Please click Send button.

Email Address

**SEND VERIFICATION CODE**

**CONTINUE**

[CANCEL](#)

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:

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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 is now available.

## 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 log in screen and you can enter your email address and new password to log into your DLS Portal account.