

Creating an eBar Account Quick Reference Card

eBar Overview



Applicants seeking admission to the Maryland bar must begin the process by creating an **eBar** account. Account creation is a one-time event. After creating an **eBar** account, you will be granted a username and can continue to apply for admission to the Maryland Bar.

This quick reference card will provide key considerations, best practices, and step-by-step instructions on how to create an **eBar** account. For step-by-step instructions on how to apply for admission to the Maryland Bar, download the *Applying to the Maryland Bar QRC*.

Key Considerations

- ❖ The email address used at registration will become your username. It is critical that the e-mail address you provide remain current and active at all times during the course of the application process.
- ❖ You are required to enter a valid Social Security Number. If you do not have one, you must contact the State Board of Law Examiners (SBLE)'s office by email (SBLE@mdcourts.gov) for instructions on how to proceed.
- ❖ You must enter an NCBE Number issued by the National Conference of Bar Examiners. If you do not have your National Conference of Bar Examiners (NCBE) Number, visit www.ncbex.org to obtain it.
- ❖ Your mailing address will be reported to the Supreme Court of Maryland and must remain current during the application process.
- ❖ If you do not receive an activation e-mail within a few hours of creating your **eBar** account, contact SBLE to have your account manually activated.

Best Practices

- ❖ Check carefully to avoid errors in your Social Security number, date of birth, place of birth, suffix, prefix, etc.
- ❖ Because your entries in **eBar** will carry through to your printed bar application, your exam results letter, and eventually, your bar admission certificate, ensure that all entries are properly capitalized.

Creating an eBar account

Accessing the registration page

1. Open a **Google Chrome** or **Microsoft Edge** browser window.
2. Navigate to <https://jportal.mdcourts.gov/ebarapp>. The login page displays.
3. Click the **New Registration** link to begin the application process for the Maryland Bar.

Completing the registration page

The **Account Creation** page will display several fields that you will need to complete before being granted a username and password to login and complete your application. You will indicate whether your role is a **UBE – requiring the exam in Maryland**, **UBT – admission by UBE Transfer**, or **OSA – requiring admission without examination**.

The screenshot shows the 'Create an Account' page for the State Board of Law Examiners. The page title is 'State Board of Law Examiners' and the subtitle is 'Create an Account to Start the Application Process For Bar of Maryland'. The form is divided into three sections: 1. Account Info, 2. User Info, and 3. Mailing Address. The 'Account Info' section is active and contains the following fields: 'Create Account for' (a dropdown menu with 'Please Select Role'), 'Email Address (Username)', 'Social Security Number', 'Date of Birth' (with a date picker icon and placeholder 'mm/dd/yyyy'), 'NCBE Number', and 'Preferred Phone'. There are 'BACK' and 'CONTINUE' buttons at the bottom of the form.

1. Click the drop-down arrow next within the **Create Account For** field to display several options.
2. Select the appropriate role from the list.
 - **UBE** – Uniform Bar Examination
 - **UBT** – Admission by UBE Transfer
 - **OSA** – Out-of-State Attorneys
3. Enter the appropriate account information in the remaining fields.
4. Click the **blue Continue** button to proceed to the **User Info** section of the registration form.
5. Enter the appropriate **User Info** in the applicable fields.
6. Click the **blue Continue** button to proceed to the **Mailing Address** section of the registration form.
7. Enter the appropriate **Mailing Address** info into the applicable fields.
8. Click the check box to agree to the terms and conditions.
9. Click the **blue CREATE ACCOUNT** button to validate the registration information.



After submitting the required information to create an **eBar** account, you will receive a confirmation e-mail from noreply@mdcourts.gov containing your username and a temporary password.

You **MUST** click on the “**Activate your account**” link within the email before you can log in to **eBar** to create your application.

The screenshot shows the 'Account Created Successfully' confirmation page. The page has a green checkmark icon and the text 'Account Created Successfully!'. Below this, it says 'Please check your email for further instructions' and 'If you have not received an email, please contact the help desk'. The page also shows the progress of the registration process: 'Account Info' (checked), 'User Info' (checked), and 'Mailing Address' (checked).