Attorney Information System (AIS) Updating Personal Details Quick Reference Card

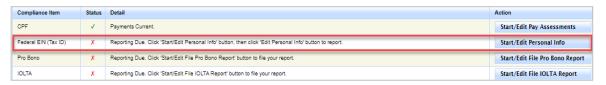
Overview



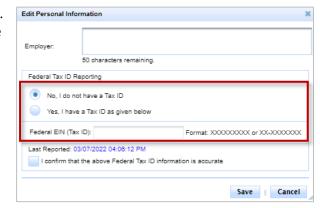
The Attorney Information System (AIS) is an online, secure, and comprehensive information database for Maryland lawyers. It is critical that personal details are kept up to date. As part of the annual reporting process, attorneys are required to verify their Federal EIN (Tax ID) number every year. Take the following steps to log into AIS, view, and verify your current Tax ID information.

Updating Personal Details

- 1. Log into AIS at https://jportal.mdcourts.gov/aisattorneyportal/security/login.xhtml.
- 2. On the Home Page, the **Compliance Summary** tab will display. To edit the Federal EIN (Tax ID) information, click the **Start/Edit Personal Info** button in the Action column.



- 3. The **Edit Personal Information** page will display. In the Federal Tax ID Reporting section, make the appropriate selection.
 - a. If No, select the **No, I do not have a Tax ID** button
 - b. If Yes, select the Yes, I have a Tax ID as given below and enter the Federal EIN (Tax ID) in the text field below, making sure to use the format as indicated.
- 4. Select the checkbox I confirm that the above Federal Tax ID information is accurate.
- Click Save.





6. The Federal EIN (Tax ID) field on the Compliance Summary tab will now display as Reporting Current.

Federal FIN (Tax ID) Reporting Current Start/Edit Personal Info

Alternative options to access and update the Tax ID information:



- Use the Update Personal Details tab
- Complete as part of the online payment process
- Report on the printed invoice and mail into the Client Protection Fund with the CPF Assessment payment

Getting Help



For assistance with AIS, contact JIS Support @ 410.260.1114 or mdcourts@servicenow.com.