# 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 <a href="https://www.ncbex.org">www.ncbex.org</a> 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.

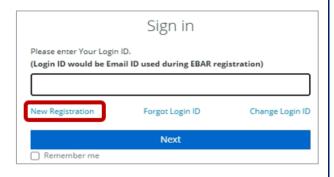
#### **Best Practices**

- 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.

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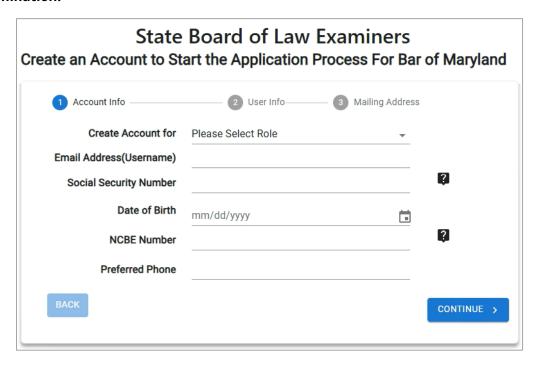
## Accessing the registration page

- Open a Google Chrome or Microsoft Edge browser window.
- 2. Navigate to <a href="https://courts.state.md.us/ebarapp">https://courts.state.md.us/ebarapp</a>. 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.



- 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 <a href="mailto:noreply@mdcourts.gov">noreply@mdcourts.gov</a> 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.

