

Criminal USER

To **Access** AOC Civil System, please refer to page 2

1. Go to AOC Search Link: This can be accessed at www.settleware.com. Navigate to the AOC Express Link and click on Login.

Once you are connected to the "banner screen," which is the outline of the state in blue font, you are now ready to enter the commands below.

1. Type "CICSCR" at the banner screen and hit ENTER.
2. Clear the CICS informational screen(s). (You can do this by F12 or enter).
3. At the blank screen type "CESN" and hit ENTER.
4. At the user id field, type in the User ID and hit TAB. At the password field, type in password and hit ENTER.
5. You will get the message: "Your CICS sign on is complete. Press enter to continue."
6. At the blank screen type "ACIS" and hit ENTER.
7. At the ACIS sign on screen the cursor will be in the PASSWORD field. Type in the password hit TAB. Your cursor will land on the county code. Type in the three digit county code and hit ENTER. The county codes can be found at www.settleware.com.

Civil USER

To **Access** AOC Civil System

1. Go to AOC Search Link: This can be accessed at www.settleware.com.
Navigate to the AOC Express Link and click on Login.

Once you are connected to the "banner screen," which is the outline of the state in blue font, you are now ready to enter the commands below.

2. Type "VCAP" at the banner screen and hit ENTER.
3. Clear the CICS informational screen(s). (You can do this by F12 or enter).
4. At the blank screen type "CESN" and hit ENTER.
5. At the user id field, type in the User ID and hit TAB. At the password field, type in password and hit ENTER.
6. You will get the message: "Your CICS sign on is complete. Press enter to continue."
7. At the blank screen type "VCAP" and hit ENTER.
8. At the AOC screen enter in your user ID and password. Hit enter and you will be ready to go.