

# 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.

Compliance Item	Status	Detail	Action
CPF	✓	Payments Current.	Start/Edit Pay Assessments
Federal EIN (Tax ID)	X	Reporting Due. Click 'Start/Edit Personal Info' button, then click 'Edit Personal Info' button to report.	Start/Edit Personal Info
Pro Bono	X	Reporting Due. Click 'Start/Edit File Pro Bono Report' button to file your report.	Start/Edit File Pro Bono Report
IOLTA	X	Reporting Due. Click 'Start/Edit File IOLTA Report' button to file your report.	Start/Edit File IOLTA Report

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.

**Edit Personal Information**

Employer:

50 characters remaining.

Federal Tax ID Reporting

No, I do not have a Tax ID  
 Yes, I have a Tax ID as given below

Federal EIN (Tax ID):  Format: XXXXXXXXXX or XX-XXXXXX

Last Reported: 03/07/2022 04:08:12 PM

I confirm that the above Federal Tax ID information is accurate

Save Cancel

4. Select the checkbox **I confirm that the above Federal Tax ID information is accurate.**

Last Reported: 03/07/2022 04:08:12 PM

I confirm that the above Federal Tax ID information is accurate

5. Click **Save**.

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

Compliance Item	Status	Detail	Action
Federal EIN (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 paying assessment fees online through AIS, contact JIS Support @ 410.260.1114 or [mdcourts@service-now.com](mailto:mdcourts@service-now.com).