



**JOSIE DELVIN**  
**BENTON COUNTY CLERK**  
 7122 W. Okanogan Place Bldg. A  
 Kennewick, WA 99336  
 509-735-8388

## Benton County Superior Court Odyssey Portal Modify Master Registration

Agency/Firm:		
Head of Agency/Firm Name:	Bar #	
Mailing Address:		
City:	State:	Zip:
Contact Phone Number:		
Email:		

Add the following staff within my agency/firm allowed to access and view public cases: All staff should be linked to an attorney's bar number.

<sup>1</sup> Please provide a phone number for each person that will work for Dual Factor Authentication.

Name	Email	Phone No. <sup>1</sup>	Bar No. If Applicable

Remove the following staff within my agency/firm allowed to access and view public cases:

Name	Email	Phone No.	Bar No. If Applicable

I understand that user ID's and passwords shall not be shared and that I will notify the Benton County Clerk within five working days when I have a change in staff using the Odyssey Portal Modification Form.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_\_\_\_

\_\_\_\_\_  
 Signature Head of Agency/Firm