Available When You Are

GTS is available through the Unified Judicial System of Pennsylvania's (UJS) web portal (https://ujsportal.pacourts.us), and allows guardians to start, pause, continue, and file reports at any time from any internet-connected computer.

Secures Your Information

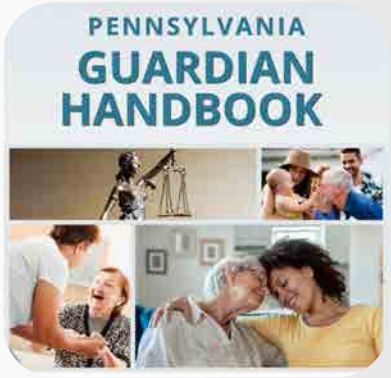
GTS provides a secure way to submit guardianship information online. To use GTS, a guardian must create a secure UJS Web Portal Account and enter a unique access code provided by the court to view their case(s).

GTS uses standardized guardianship reporting forms required in Orphans' Court offices statewide. Its user-friendly interface calculates financial totals automatically, provides onscreen assistance and step-by-step instructions, and ensures all required information is recorded. Filing fees (if applicable) are paid online through GTS with a credit or debit card. All transactions accepted through GTS are protected using the UJS web portal's secure payment method.

Additional Guardian Resources

OEJC Website and Training Videos

The Office of Elder Justice in the Courts (OEJC) works directly with guardians, courts, and affiliated professionals to promote best practices in elder justice matters statewide. The OEJC website (QR code link below) has many free helpful resources for guardians, and training videos that focus on all aspects of being a guardian, including how to successfully complete annual reports. Email the OEJC directly at oejc@pacourts.us.



Pennsylvania Guardian Handbook

The Pennsylvania Guardian Handbook provides extensive guidance to guardians. It is available in English and Spanish electronically on the OEJC's website.

To access the OEJC's website, which contains resources, training videos, the handbook and more, utilize the QR code:

PENNSYLVANIA COURTS
GTS
GUARDIANSHIP TRACKING SYSTEM

Guardianship Tracking System (GTS)

The award-winning GTS provides all court-appointed guardians of adult incapacitated persons in Pennsylvania the convenience of filing inventory and annual reports online 365 days a year, at any time that is convenient. GTS simplifies report filing, maintains data security, and keeps guardians informed.

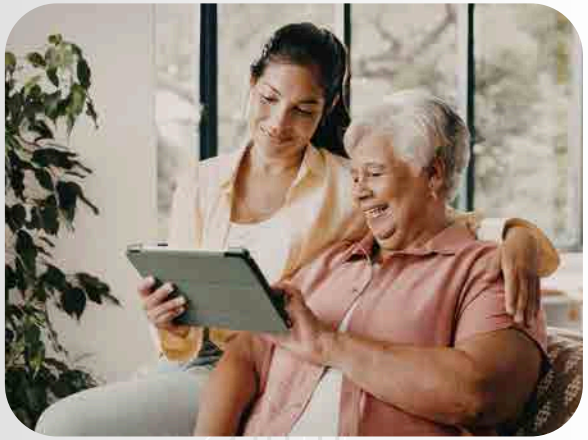


Thank You for Being a Guardian

On behalf of Pennsylvania's Courts, we want to thank you for taking on the important role of being a guardian. People like you work to ensure the safety and security of thousands of Pennsylvanians who need support.

Keeps Guardians Informed

- GTS sends email reminders when an inventory or annual report is due in 30 days.
- GTS sends confirmation messages when the court has received a submitted report.
- GTS allows courts to notify users about overdue reports.
- GTS informs guardians if aspects of the online report are filled out incorrectly, allowing guardians to fix errors before submitting, saving everyone time.



Getting Help with GTS

AOPC IT GTS Trainings

The Administrative Office of the Pennsylvania Courts' (AOPC) IT department offers a series of online workshops (conducted through WebEx) that show court-appointed guardians how to use GTS. Registration is required. Attending a session requires a computer or laptop with an internet connection. You are welcome to attend any session that fits your schedule.

Workshop Topics include:

- Overview of GTS
- Logging in to GTS
- Navigating the GTS Dashboard
- Submitting guardianship reports online
- How to determine if a report was accepted by the court
- Plus, additional support for GTS submissions

GTS Workshop Registration Instructions:

1. Navigate to WebEx (https://pacourts.webex.com).
2. Access WebEx Meetings: On the Join a Meeting page, click on the three horizontal lines appearing to the left and select 'Meetings' from the menu.
3. Register for a Training Class: Look for those starting with 'GTS'. Click on the appropriate training class name and click the Register button.
4. Complete the Registration Form: All fields are required. If there are items that do not apply to the person registering, enter NONE in the field.
5. Finalize Registration: Click the Register button. You will receive a confirmation e-mail, and a reminder e-mail plus instructions for logging into the online classroom and any training documents will be e-mailed prior to the session.

GTS Help Desk

The GTS Help Desk is available Monday-Friday from 8:00 am - 4:30 pm EST at: 1-877-227-2672, or via email: GTSAOPC@pacourts.us. Please note that the Help Desk is unable to provide legal assistance or take payments.

Other Options

More options for assistance with questions about GTS include emailing the following:

- GTSInfo@pacourts.us
- OEJC@pacourts.us