Activate a PA Account (procedures applicable to Secondary Administrator (SA) & Organization User (OU) Accounts)

This step-by-step guide outlines the general process required to activate a PA Account **after a notification email for account activation is received**. The related procedures are also applicable to the situations when a user activates (i) a Secondary Administrator Account, as well as (ii) an Organization User Account. In any event, the guide is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

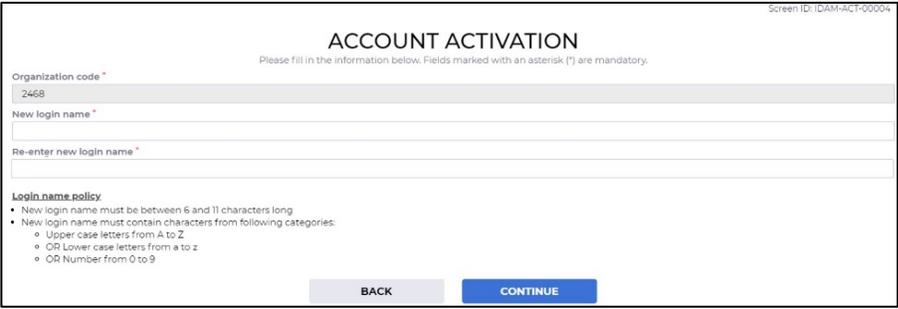| Item	Process	Related screenshots for reference
1.	**Go to Judiciary Web Portal**[1] Click "Login" > Having read and understood the **Terms and Conditions**, tick the checkbox of **"I have read, understood and agreed with the terms and conditions above."** > Click "NEXT" >	Go to Judiciary Web Portal The "integrated Court Case Management System of the Judiciary Terms and Conditions" (Terms and Conditions) screen is displayed
2.	**Go to Account Activation Page** To begin, click "Account Activation" > *[Note: No need to enter any details at this step.]*	The "LOGIN" screen is displayed

[1] A pop-up message "The present combination of your operating system and browser has not been fully tested on Judiciary Web Portal" screen may display. It is recommended to re-configure your computer to the specified technical requirement.

Item	Process	Related screenshots for reference
3.	**Acknowledge the Terms and Conditions** Having read and understood the **Terms and Conditions**, tick the checkbox of **"I have read, understood and agreed with the terms and conditions above."** > Click "NEXT" >	The Terms and Conditions screen is displayed
4.	**Input Organization Code and Login Name** Select Account Type "Organization" > Input **Organization code** and **Login name** as specified in the Notification sent to the registered email account > Click "CONTINUE" >	The "Account Activation" screen is displayed
5.	**Enter Details of Account Profile** Enter **Surname**, **Given name** and **Telephone no.** inputted during account registration > Click "CONTINUE" >	
6.	**Obtain Activation Code** A pop-up message will appear informing that an email containing the activation code has been sent to the user's registered email address Click "OK" >	A pop-up message screen is displayed
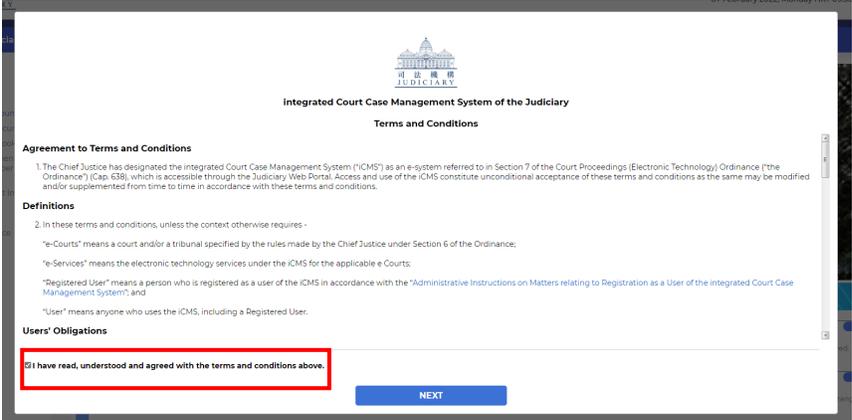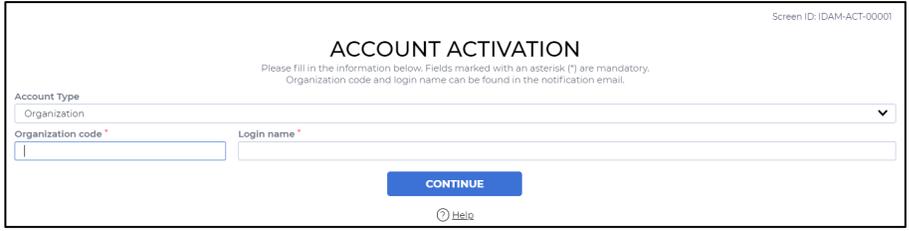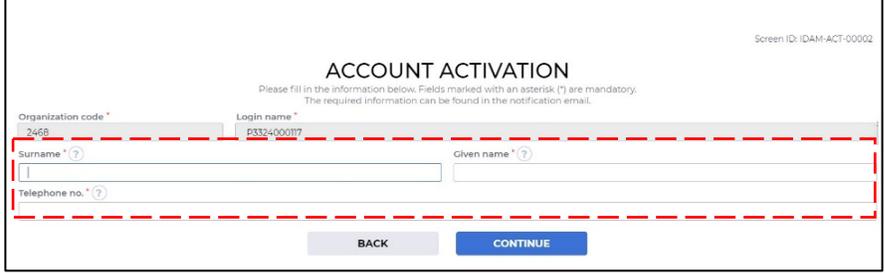
Item	Process	Related screenshots for reference
7.	**Enter "Activation code"** Enter the code in the textbox for **Activation code** > Click "CONTINUE" > *[Note: If user does not receive the email, click "Resend" to obtain another code]*	The "Account Activation" screen is displayed Screen ID: IDAM-ACT-00003 **ACCOUNT ACTIVATION** Please fill in the information below. Fields marked with an asterisk (*) are mandatory. Activation code has been sent to your registered email address. Organization code * 2468 Login name * P3324000117 Activation code * Resend BACK CONTINUE
8.	**Input New Login Name** Input a **New login name** > **Re-enter the new login name** for confirmation > Click "CONTINUE" >	The "New Login Name" screen is displayed Screen ID: IDAM-ACT-00004 **ACCOUNT ACTIVATION** Please fill in the information below. Fields marked with an asterisk (*) are mandatory. Organization code * 2468 New login name * Re-enter new login name * **Login name policy** • New login name must be between 6 and 11 characters long • New login name must contain characters from following categories: ○ Upper case letters from A to Z ○ OR Lower case letters from a to z ○ OR Number from 0 to 9 BACK CONTINUE
NOTE	*The Login name cannot be changed after completion of the account activation process.*	
9.	**Set Password** Create a **password** > **Re-enter the password** for confirmation > Click "CONTINUE" >	The "Set Password" screen is displayed Screen ID: IDAM-ACT-00005 **ACCOUNT ACTIVATION** Please fill in the information below. Fields marked with an asterisk (*) are mandatory. Password * Re-enter password * **Password policy** • Password length must be at least 8 characters and maximum 12 characters • Password must contain at least one character from the following categories: ○ Upper case letters from A to Z ○ AND Lower case letters from a to z ○ AND Number from 0 to 9 ○ AND Special characters : ! # $ % & @ ^ + - < > [ ] { }	* = ? _ BACK CONTINUE
10.	**Re-direct to the landing page for registered users** Click "GO TO MENU PAGE" and the user will be re-directed to the landing page >	A pop-up message screen is displayed Screen ID: IDAM-ACT-00006 ✓ Your account has been activated GO TO MENU PAGE

Item	Process	Related screenshots for reference
11.	**Agreement to the Terms and Conditions** Having read and understood the **Terms and Conditions**, tick the checkbox of **"I have read, understood and agreed with the terms and conditions above."** > Click "NEXT" >	The Terms and Conditions screen is displayed integrated Court Case Management System of the Judiciary **Terms and Conditions** **Agreement to Terms and Conditions** 1. The Chief Justice has designated the integrated Court Case Management System ("iCMS") as an e-system referred to in Section 7 of the Court Proceedings (Electronic Technology) Ordinance ("the Ordinance") (Cap. 638), which is accessible through the Judiciary Web Portal. Access and use of the iCMS constitute unconditional acceptance of these terms and conditions as the same may be modified and/or supplemented from time to time in accordance with these terms and conditions. **Definitions** 2. In these terms and conditions, unless the context otherwise requires - "e-Courts" means a court and/or a tribunal specified by the rules made by the Chief Justice under Section 6 of the Ordinance; "e-Services" means the electronic technology services under the iCMS for the applicable e Courts; "Registered User" means a person who is registered as a user of the iCMS in accordance with the "Administrative Instructions on Matters relating to Registration as a User of the integrated Court Case Management System"; and "User" means anyone who uses the iCMS, including a Registered User. ☑ I have read, understood and agreed with the terms and conditions above. **NEXT**
12.	**Start using the electronic services under iCMS**	The landing page for registered user is displayed ⌂ Home Electronic Filing Inspection of Document ▾ Bailiff Related Services ▾ Certification of Translation Service Other Electronic Services ▾ Make Electronic Payment ▾ Update Your Profile ▾ System Maintenance Information **Message Box**　　　Screen ID: EXT-MSG-00001 All　Read　Unread SUBJECT　▾ DATE/TIME　FROM　FILE ✎ You have no message