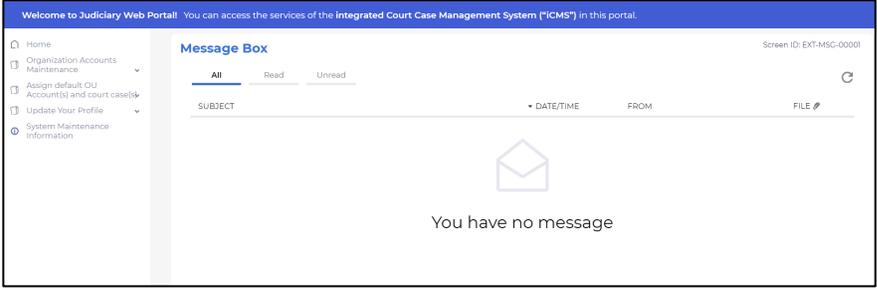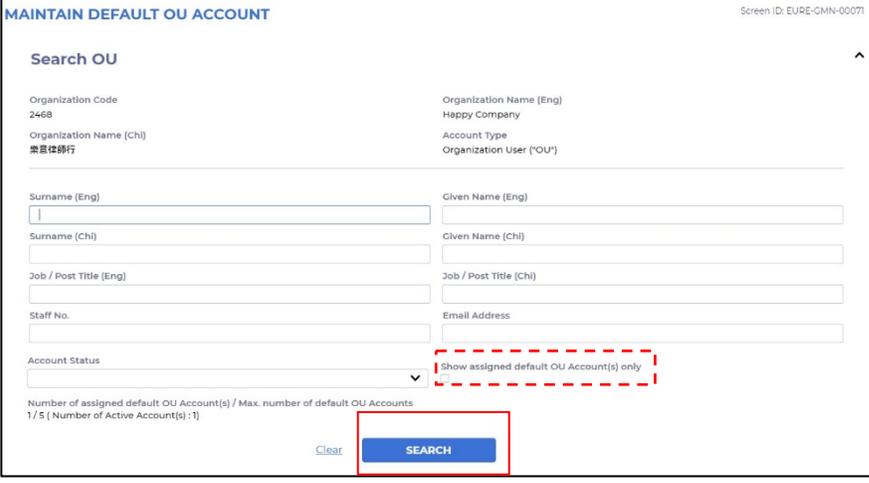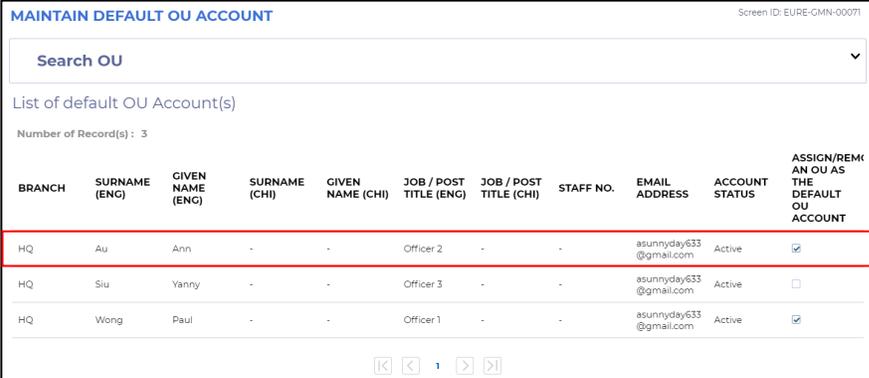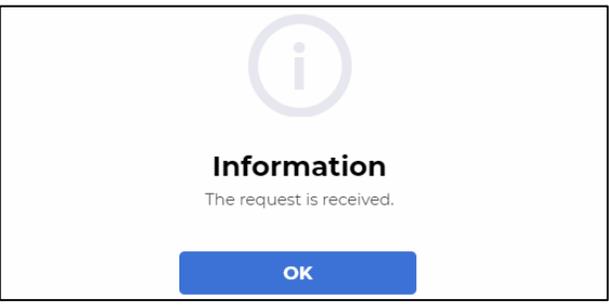## Maintain default OU Account

This step-by-step guide outlines the general process required to maintain default Organization User Account for the Organization (default OU Account). To start with, the first OU account created within the Organization Account is automatically set as default OU Account by the system. PA, and the SA assigned with the related iCMS Role, may update or name more OUs Accounts as default OU Accounts for receiving case-specific messages of court cases which have not been assigned to any OU Accounts[1]. The default OU Account(s) will not receive further messages/documents related to a specific court case until there has/have been OU Account(s) linked-up with the case, either by case profile or by case number.

This 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.	**Login user account** *[Note: Please refer to the step-by-step guide **Account Login and Logout** for information if necessary.]*	The landing page after logged-in is displayed
NOTE	*PA, and the SA(s) with the iCMS Role "To maintain default OU Account", are able to update and maintain the default OU account(s) for receiving case-specific messages of court cases which have not been assigned to any OU.*	
2.	**Assign default OU Account(s) and court case(s)** Under Main Menu > Assign default OU Account(s) and court case(s) > Select Maintain default OU Account >	The landing page of PA Account after logged-in is displayed

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[1] When a law firm assigns a default OU Account to receive court notifications of all cases collectively, the Primary Administrator or Secondary Administrator must take necessary precautionary measures to avoid any potential conflict of interest where its firms is representing both sides of a case simultaneously.

Item	Process	Related screenshots for reference
3.	**Search OU** Click "Search" at the bottom of the page to retrieve the whole list of OU accounts > *[Note: By clicking "SEARCH", a full list of OU accounts created will be displayed.* *To retrieve OU account(s) that has/have been assigned as default OU Account(s), please tick the checkbox "Show assigned default OU Account(s) only".]*	The "Maintain default OU Account" screen is displayed
4.	**Assign OU Account to receive all court messages** Tick the checkbox under "ASSIGN/REMOVE AN OU AS THE DEFAULT OU ACCOUNT >	The "Search Result" page is displayed
NOTE	*Each Organization Account should have at least one default OU Account. Moreover, the selected OU account should be an active account (i.e. not a suspended account).*	
5.	**Acknowledgement** Click "OK" to complete	A pop-up message screen is displayed
NOTE	*If there has been an OU account assigned with cases by Case Profile for cases which the Organization is involved in, the default OU Account of the same Organization will not receive any message from e-Courts for cases under the relevant Case Profile.*	