
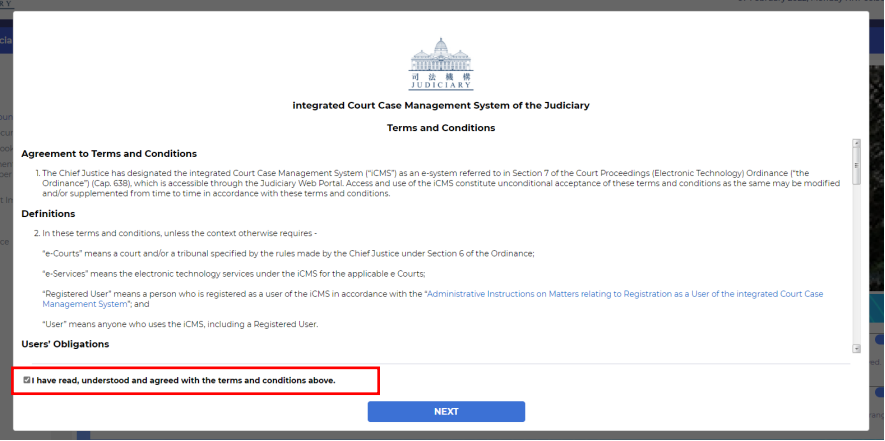
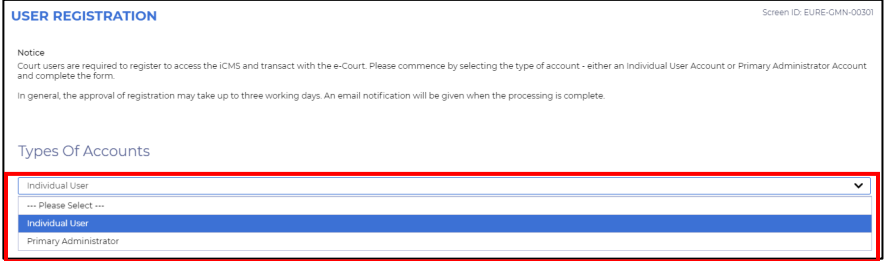



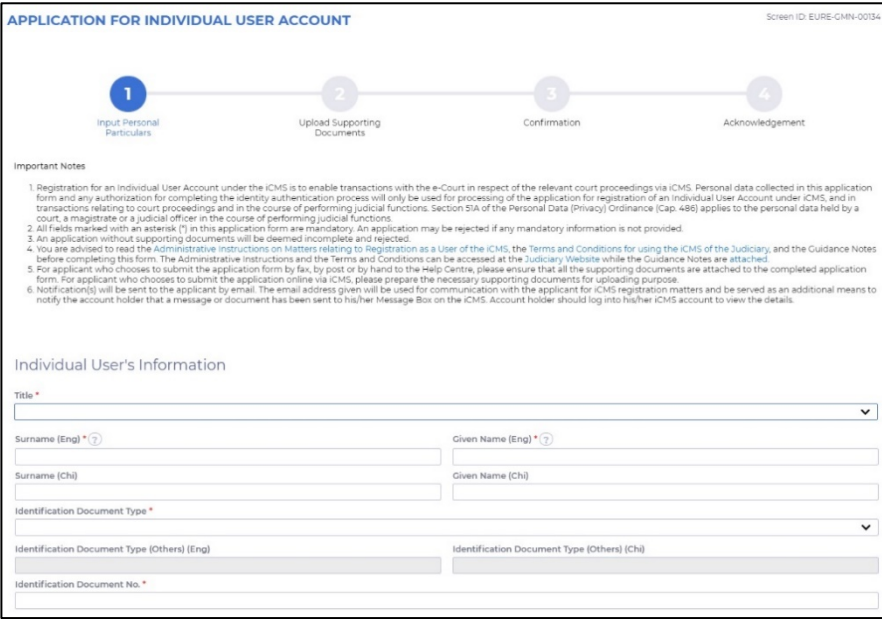
## Register an Individual User (IU) Account

This step-by-step guide outlines the general process required to register an IU account. It 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.   | <p><b><u>Go to Judiciary Web Portal<sup>1</sup></u></b></p> <p>To begin, click “Register an Account” &gt;</p> <p>Having read and understood the <b>Terms and Conditions</b>, tick the checkbox of <b>“I have read, understood and agreed with the terms and conditions above.”</b> &gt;</p> <p>Click “NEXT” &gt;</p> | <p>Go to Judiciary Web Portal</p>  <p>The “integrated Court Case Management System of the Judiciary Terms and Conditions” (Terms and Conditions) screen is displayed</p>  |
| 2.   | <p><b><u>Select an account type</u></b></p> <p>Select “Individual User” &gt;</p>   | <p>The “User Registration” screen is displayed</p>   |

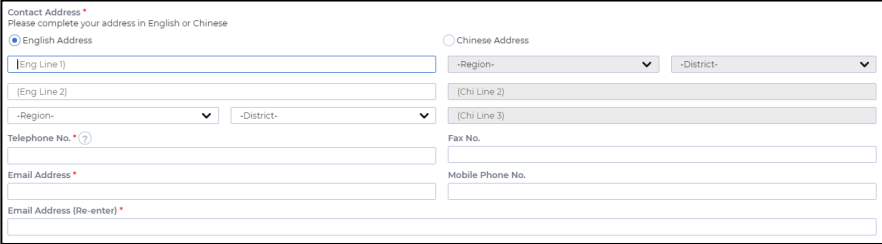
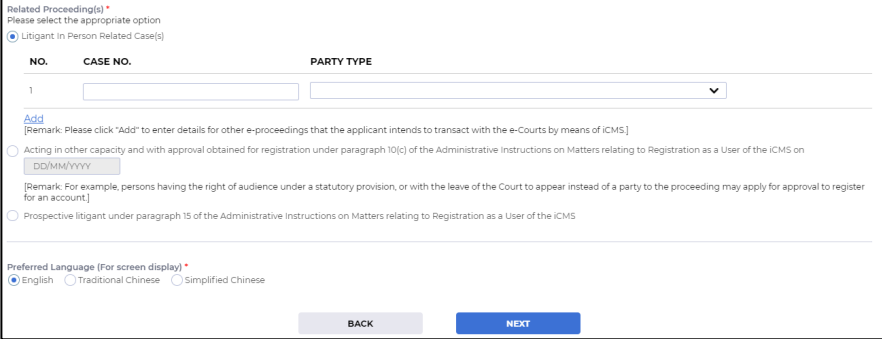
<sup>1</sup> A pop-up message “The present combination of your operating system and browser has not been fully tested on Judiciary Web Portal” screen may display. It is recommended to re-configure your computer to the specified technical requirement.

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|-------------|--|---|
|             | Click “NEXT” >   | After selection,    |
| <b>NOTE</b> | <p><i>Differences between registering an Individual User Account and an Organization Account</i></p> <ul style="list-style-type: none"> <li><i>If you are intending to conduct case-specific electronic transactions with the e-Courts in your personal capacity, i.e. not on behalf of your business or a firm, then you should register for an Individual User Account.</i></li> <li><i>If you are going to carry out electronic transactions with the e-Courts on behalf of your business, firm or organization, you should select to register for a Primary Administrator Account of an Organization Account.</i></li> </ul>                         |   |
| 3.          | <p><b><u>Input personal particulars</u></b></p> <p>Having read and understood the <b>Important Notes</b>, input personal information.</p> <p>Select an appropriate <b>Title</b> &gt;</p> <p><b>Input Surname (Eng)<sup>2</sup> and Given Name (Eng)<sup>2</sup></b> &gt;</p> <p><b>Input Surname (Chi) and Given Name (Chi)</b> &gt;</p> <p>Select an appropriate <b>Identification Document Type</b> &gt;</p> <p><i>[Note: If the option “Other Identification Document” is selected, please fill in the textbox under the field “Identification Document Type (Others) (Eng)/(Chi)” &gt;]</i></p> <p><b>Input Identification Document No.</b> &gt;</p> | <p>The “APPLICATION FOR INDIVIDUAL USER ACCOUNT” screen is displayed</p> <p>Step 1 – Input Personal Particulars</p>  |

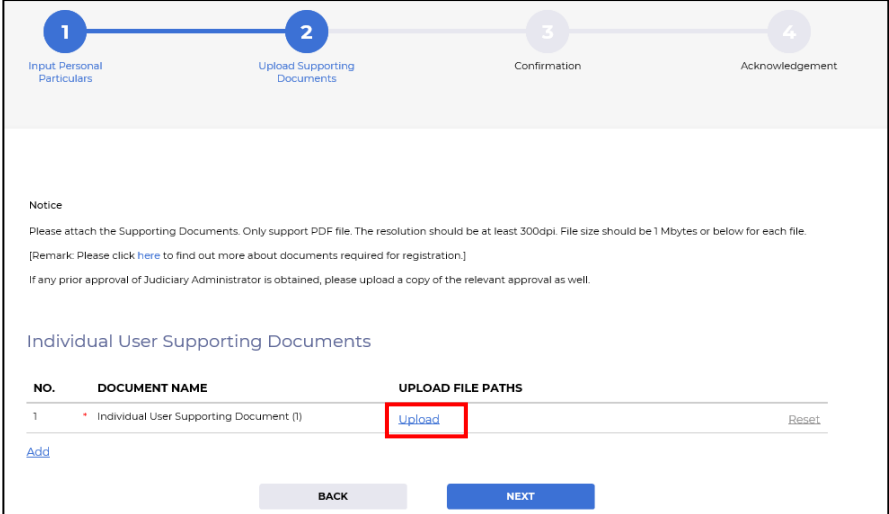
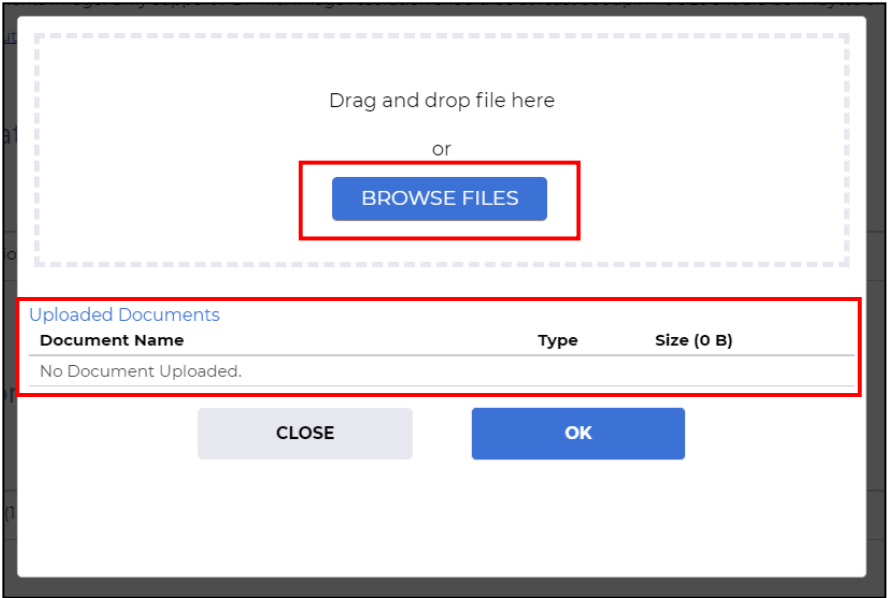
<sup>2</sup> This information will be used as one of the answers to the security questions for Account Activation process.

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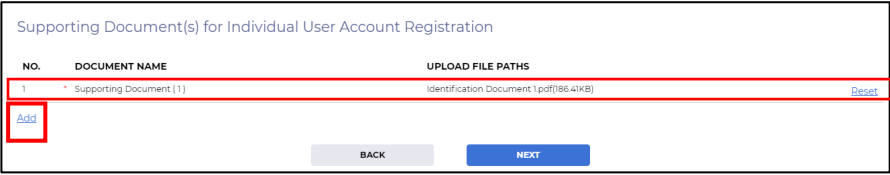
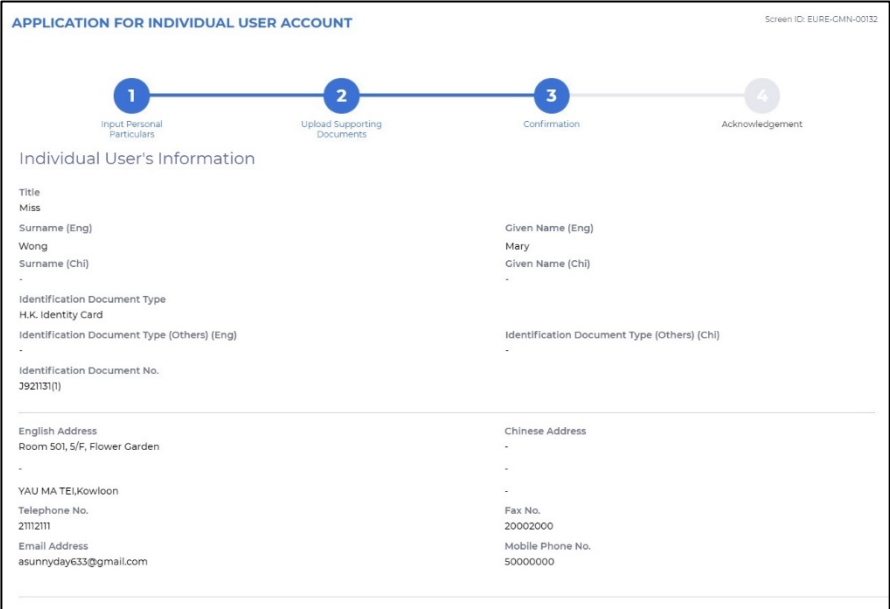

| Item | Process   | Related screenshots for reference  |
|------|---|--|
|      | <p>Select and input a <b>Contact Address</b> in English or Chinese &gt;</p> <p>Input details of Room, Floor, Block, Building in <b>Line 1</b> &gt;</p> <p>Input Street and Street number in <b>Line 2</b> &gt;</p> <p>Select an appropriate option for <b>Region</b> and <b>District</b> &gt;</p> <p>Input <b>Telephone No.</b><sup>2</sup> &gt;</p> <p>Input Fax No. &gt;</p> <p>Input <b>Email Address</b><sup>3</sup> &gt;</p> <p><b>Re-enter the related Email Address</b> for confirmation &gt;</p> <p>Input Mobile Phone No. &gt;</p> | <p><i>[Scroll down]</i></p>  |
|      | <p><b><u>Select the option that best suits your situation</u></b></p> <p>For example, if the radio button <b>Litigant in Person Related Case(s)</b> is selected, please input <b>Case No.</b> and select the corresponding <b>Party Type</b> &gt;</p> <p>Click “Add” if there are more than one related cases &gt;</p> <p>Select the desired language under <b>Preferred Language</b> (for screen display)</p> <p>Click “NEXT” &gt;</p>   |                            |

<sup>3</sup> The related email address will be used for receiving messages from the iCMS.

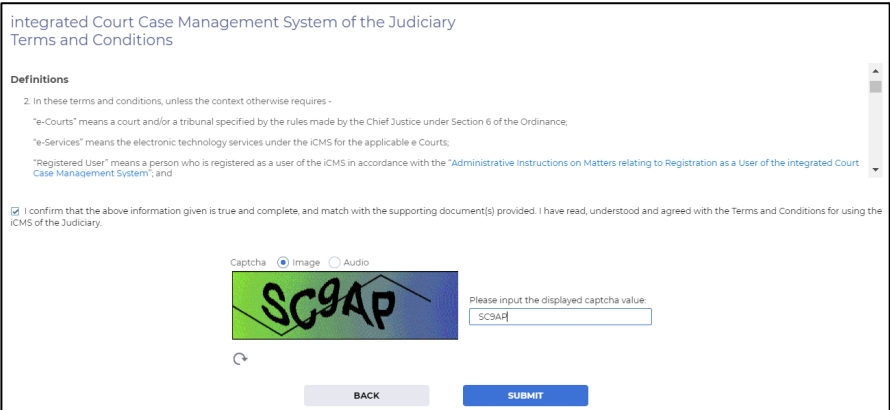
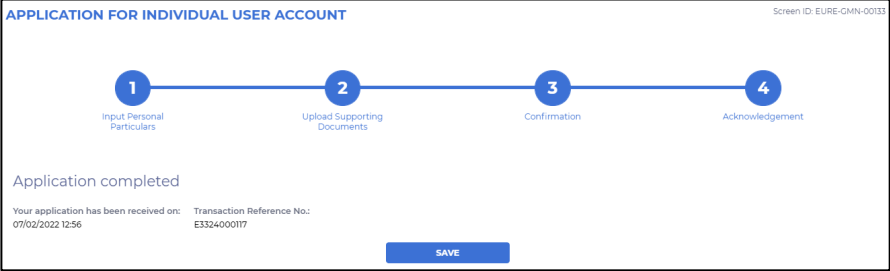
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| Item | Process   | Related screenshots for reference  |
|------|---|--|
| 4.   | <p><b><u>Upload supporting documents</u></b></p> <p>Click “Upload” to start &gt;</p>  | <p>Step 2 – Upload Supporting Documents</p>                    |
|      | <p>Click “BROWSE FILES” and select document&gt;</p> <p><i>[Note: You may also use “Drag and drop file here” to upload document file. Please refer to the step-by-step guide <b>Upload document using ‘drag and drop’ feature</b> for more information.]</i></p> <p>An entry will be shown in the “Uploaded Documents” table after the PDF file is successfully uploaded</p> <p>Click “Preview” to view the image of the document&gt;</p> <p>Click “OK” &gt;</p> | <p>The “Upload Supporting Documents” screen is displayed</p>  |

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| Item | Process   | Related screenshots for reference  |
|------|---|--|
|      | <p>A document entry will then be shown in the “UPLOAD FILE PATHS” table</p> <p>Click “Add” if there are more than one supporting documents to upload &gt;</p> <p>Click “NEXT” after it is complete &gt;</p> |    |
| 5.   | <p><b><u>Confirmation</u></b></p> <p>Review information on the page &gt;</p>  | <p><b>Step 3 – Confirmation</b></p>  <p><i>[Scroll down]</i></p>  |

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| Item | Process  | Related screenshots for reference  |
|------|--|--|
|      | <p>Tick the checkbox of<br/> <b>“I confirm that the above information given is true and complete, and match with the supporting document(s) provided. I have read, understood and agreed with the Terms and Conditions for using the iCMS of the Judiciary.”</b> &gt;</p> <p>Input the <b>captcha</b> and then click “SUBMIT” &gt;</p> | <p><i>[Scroll down]</i></p>      |
| 6.   | <p><b><u>Acknowledgment</u></b></p> <p>Click “SAVE” if you want to keep a copy of the application form for Individual User Account &gt;</p>  | <p>Step 4 – Acknowledgment</p>  |
| 7.   | <p><b>Internal Process by Judiciary</b></p>  | <p>The applicant will receive Notification via the registered email address.</p>                                   |