## **Register a Primary Administrator (PA) Account**

This step-by-step guide outlines the general process required to register a PA 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.	Go to Judiciary Web         Portal <sup>1</sup> To begin, click "Register an Account" >	<complex-block><complex-block></complex-block></complex-block>	
	Having read and understood the <b>Terms and Conditions</b> , tick the checkbox of " <b>I have read, understood</b> <b>and agreed with the terms</b> <b>and conditions above.</b> " > Click "NEXT" >	<section-header><image/><image/><image/><image/><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>	
2.	Select an account type Select Primary Administrator >	The "User Registration" screen is displayed         User Recistration         Screen is displayed         Displayed         Cut uses are required to register to access the ICMS and transact with the e-Court. Please commence by selecting the type of account - either an Individual User Account or Primary Administrator Account         Individual User Account or Primary Administrator Account         Individual User Account or Primary Administrator Account         Types Of Accounts         Individual User         Individual User	

<sup>&</sup>lt;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.

Item	Process	Related screenshots for reference	
NOTE	• If you are intending to con	After selection, Types Of Accounts Primary Administrator Ing an Individual User Account and an Organization Account induct case-specific electronic transactions with the e-Courts in your on behalf of your business or a firm, then you should register for an	
		ut electronic transactions with the e-Courts on behalf of your business, should select to register for a Primary Administrator Account of an	
3.	<u>Select application type</u>	The "Application for Primary Administrator Account" screen is displayed Step 1 – Select Application Type	
	Select "Application for an Organization Account" > Click "NEXT" >	1     2     3     4     5     6       Select Application Type     Input Organizations Information     Input Personal Particulars     Upload Supporting Documents     Confirmation     Acknowledgement       Application Type *     Organization Code (for registered organization)     Organization Code (for registered organization)	
4.	Input organization informationHaving read and understood the Important Notes, input the organization information.Input Organization Name (Eng) >Input Organization Name (Chi) >Select an appropriate Type of Registration Document of the Organization >[Note: If the option "Others" is selected, please fill in the textbox under the additional field "Type of Registration Document (Others) (Eng) >]Input Registration Document No. >	Step 2 – Input Organization Information	

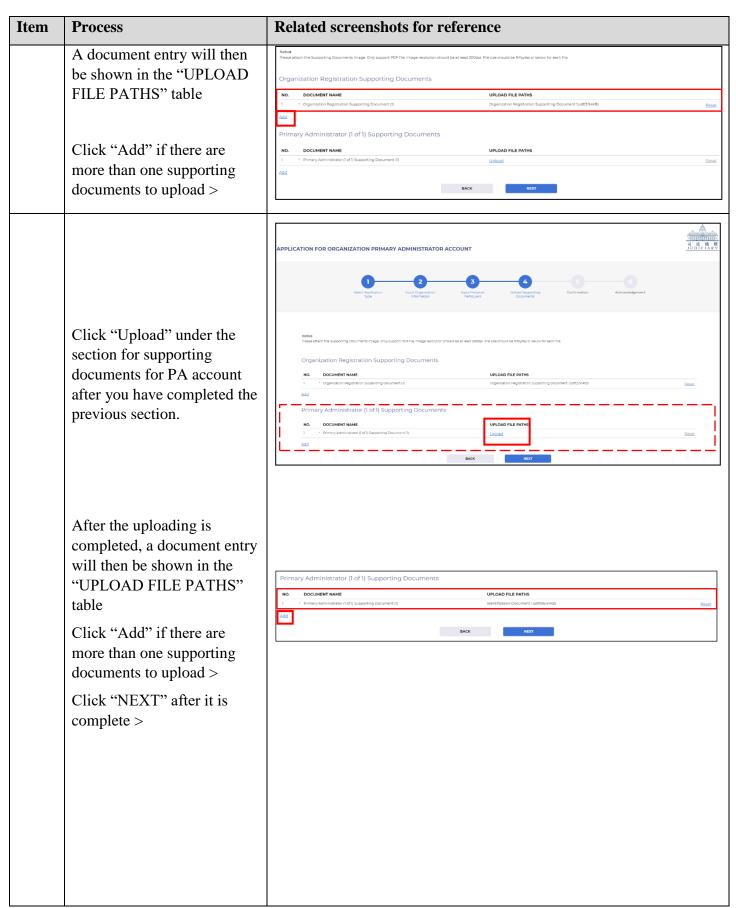
Item	Process	Related screenshots for reference	
	Select and input an organization <b>headquarters</b> <b>address</b> in English or Chinese > For English Address, input details of Room, Floor, Block, Building in <b>Line 1</b> > Input Street and Street number in <b>Line 2</b> >	[Scroll down]	Chinese Address  Registry  Chinese 2  [Chines 2]  [Chines 3]
	Select an appropriate option for <b>Region</b> and <b>District</b> >		
	Select the option that best suits your situation For example, if the radio button Organization Related Case(s) is selected, please input Case No. and select the corresponding Party Type / Legal Representative For > Click "Add" if there are more than one related cases> Click "NEXT" >	Telasted Proceeding(s)         Please select the appropriate option         • Organization covered in paragraph 10(b) of the Administrative Instructions on Matters relating to Registration as a User of the ICMS         • Hong Kong Bar Association         • Definition         • Organization covered in paragraph 10(b) of the Administrative Instructions on Matters relating to Registration as a User of the ICMS         • Hong Kong Bar Association         • Definition         • Definition	
5.	Input personal particulars of the PASelect an appropriate Title >Input Surname (Eng)² and Given Name (Eng)² >Input Surname (Chi) and Given Name (Chi) >Select an appropriateIdentification Document Type >[Note: If the option "Other Identification Document" is selected, please fill in the textbox under the field "Identification Document Type (Others) (Eng)/(Chi)" >]Input Identification Document No. >Input Job/Post Title (Eng) >	Step 3 – Input Personal Particulars	Screen D. DURE CARLODAL

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

Item	Process	Related screenshots for reference	9
	Select and input a <b>Contact</b> Address in English or Chinese >	[Scroll down]	
	[Note: If the checkbox "Same as organization address" is ticked, the system will auto-fill the related data field with the organization headquarters address inputted previously.]	Goncet Address *       Same as organization address in English or Chinese       Same as organization address       Implies haddress       English Address       Implies haddress       Implies haddress *       Email Address (Be-enter)*	Chinese Address    District-
	Input <b>Telephone No.<sup>2</sup></b> >		
	Input Fax No. >		
	Input <b>Email Address</b> <sup>3</sup> >		
	<b>Re-enter the related Email</b> <b>Address</b> for confirmation >		
	Input Mobile Phone No. >	[Scroll down]	
	Select the desired language under <b>Preferred Language</b> (for screen display) Click "Add User" if there will be more than one Primary Administrator and input the particulars for another Primary Administrator > Click "NEXT" >	Preferred Language (For screen display) * <ul> <li>English</li> <li>Traditional Chinese</li> <li>Simplified Chinese</li> </ul> Add User         Remove User           Preferred Language (For screen display) *         Simplified Chinese           Add User         Remove User           Preferred Language (For screen display) *         Simplified Chinese	BACK NEXT

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

Item	Process	Related screenshots for reference
6.	Upload supporting         documents         Upload supporting         document(s) for organization         account registration first.         Click "Upload" to start >	Step 4 – Upload Supporting Documents         1         Occuments         1         Occuments         Operation         Operation <tr< td=""></tr<>
	Click "BROWSE FILES" and select document> [Note: You may also use "Drag and drop file here" to upload document file. Please refer to the step-by-step guide Upload document using 'drag and drop' feature for more information.]	The "Upload Supporting Documents" screen is displayed  Drag and drop file here  or  BROWSE FILES
	An entry will be shown in the "Uploaded Documents" table after the PDF file is successfully uploaded Click "Preview" to view the image of the document> Click "OK" >	Uploaded Documents Document Name Type Size (0 B) No Document Uploaded. CLOSE OK



Item	Process	Related screenshots for reference	
7.	<b>Confirmation</b>	Step 5 – Confirmation	
	Review information on the page >	APPLICATION FOR PRIMARY ADMINISTRATOR ACCOUNT Seven 10: EUBE-CAN 0014 1 2 3 4 5 Seven 10: EUBE-CAN 0014 Seven 10: EUB	
		Organization's Information       Application for an Organization Account       Organization Name (Eng)     Organization Name (Chi)       Happy Company     Bathy       Type of Registration Document of the Organization     Registration Document No.       Business Registration Certificate     12345678-123-45-67-8	
		Address of Organization (Headquarters) English Address Chinese Address Room 300,20P, New Electric Center	
		Organization Related Carelyl         PARTY TYPE / LEGAL REPRESENTATIVE FOR           1         DCPI 12022         Plaintiff	
		[Scroll down] Primary Administrator's Information (1 of 1)	
		Sumame [Eng] Civen Name [Eng] Peter Chan Peter Sumame (Chi) Civen Name (Chi) Nent/Fication Document Type HK: Gently Card Identification Document Type (Othen) [Eng) Identification Document Type (Othen) [Chi)	
		Identification Document No. U777058() 3ob / Post Title (Ch) Chief Manager	
		English Address Chinese Address Address Address - Chinese -	
	Tick the checkbox of	[Scroll down]	
	"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." >	Ceneral Terms and Conditions for Using the integrated Court Case Management System of the Judiciary  All uses must read these Terms and Conditions (together with any documents referred to in 1, hereinafter referred to as Terms of Use)  All uses must read these Terms and Conditions (together with any documents referred to in 1, hereinafter referred to as Terms of Use)  All uses otherwise provided any new fragested Court Case Management System (TCMS) operated by the Judiciary of the Hong Kong Special Administrative Region. Unless otherwise provided any new fragested Court Case Management or sthance the current services, including the release of or migration to new services, shall also be subject to these terms of Use.  A condition and/or supplemented from time to time in accordance with these terms of use.  A modified and/or supplemented from time to time in accordance with these terms of uses including registered with the Judiciary of the Sources under the Web Potal of the CMS for the applicable – Courts (sestimation and er an Organization and conditional accessing, browsing, conducting case-related transactions such as uploading and downloading materials, effecting payment and  Conditions for using the iCMS of the Judiciary of the Judiciary of the Source under the Web Potal of the CMS for the applicable – Courts (sestimation and error).  Beck Submit	
	click "SUBMIT" >		

Item	Process	Related screenshots for reference
8.	Acknowledgment Click "SAVE" if you want to keep a copy of the application form for Primary Administrator Account >	Step 6 – Acknowledgment  APPLICATION FOR PRIMARY ADMINISTRATOR ACCOUNT  Screen D. EURE-CANN-0045   Screen D. EURE-CANN-0045  Screen D. EURE-CANN-0045  Screen D. EURE-CANN-0045  Screen D. EURE-CANN-0045  Screen D. EURE-CANN-0045  Screen D. EURE-CANN-0045  Screen D. EURE-CANN-0045  Acknowledgement  Acknowledgement  Acknowledgement  Acknowledgement  Screen D. EURE-CANN-0045  Screen D. EURE-CANN-0045  Screen D. EURE-CANN-0045  Acknowledgement  Acknowledgement  Screen D. EURE-CANN-0045  Screen D. EURE-CANN-0045
9.	Internal Process by Judiciary	The applicant will receive Notification via the registered email address.