
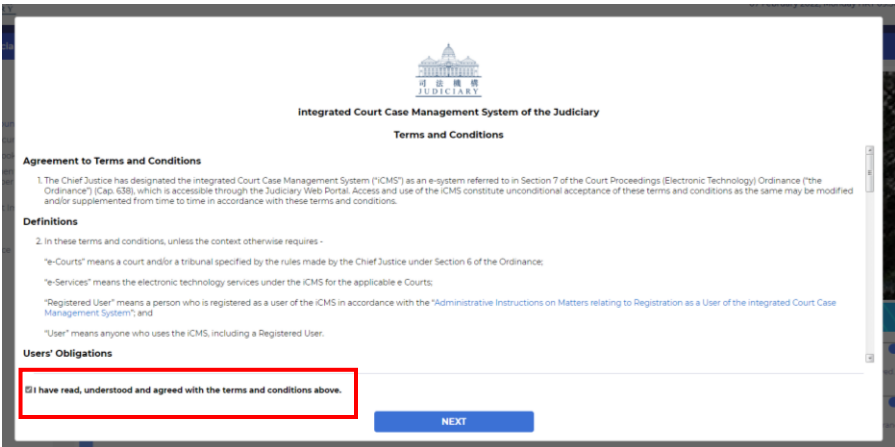
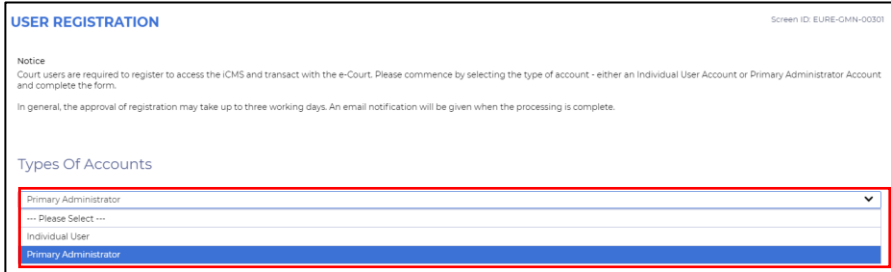



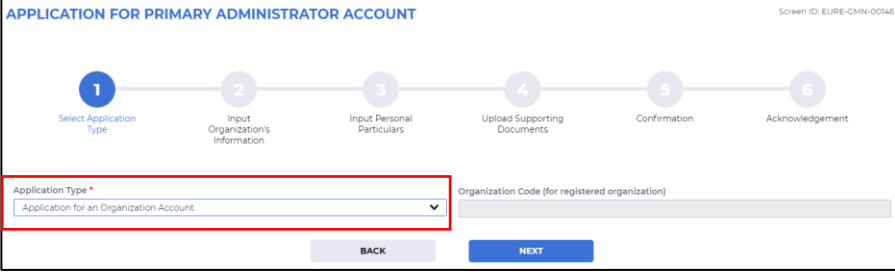
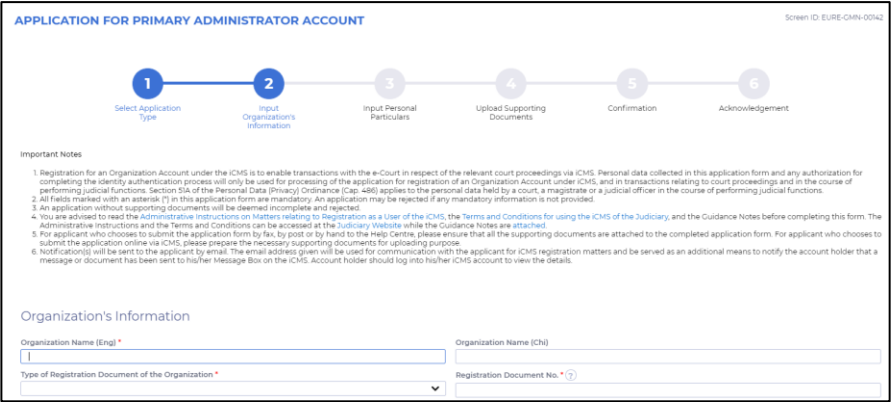
Register a Primary Administrator (PA) Account

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.

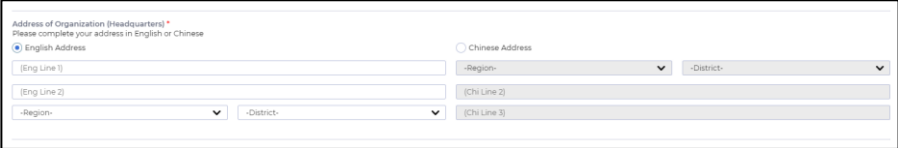
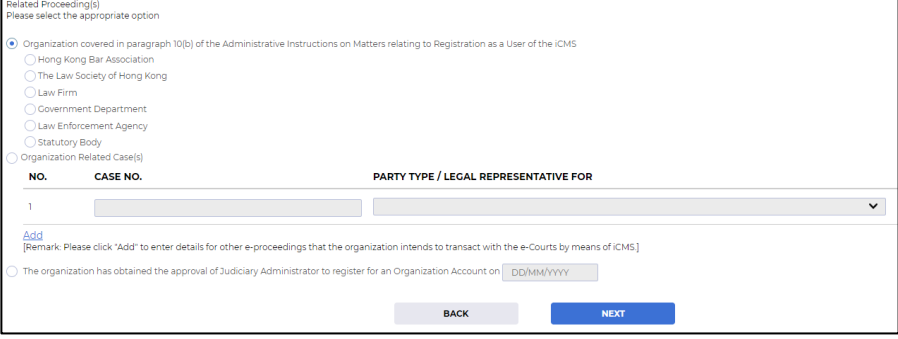
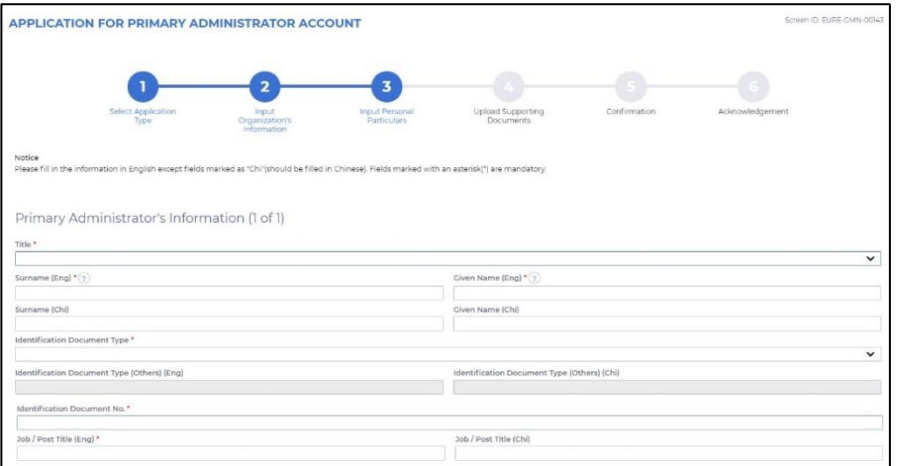
Item	Process	Related screenshots for reference
<p>1.</p>	<p><u>Go to Judiciary Web Portal¹</u></p> <p>To begin, click “Register an Account” ></p> <p>Having read and understood the Terms and Conditions, tick the checkbox of “I have read, understood and agreed with the terms and conditions above.” ></p> <p>Click “NEXT” ></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> 
<p>2.</p>	<p><u>Select an account type</u></p> <p>Select Primary Administrator ></p>	<p>The “User Registration” screen is displayed</p> 

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.

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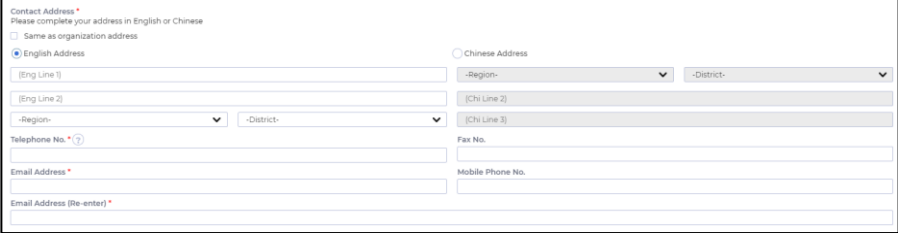

Item	Process	Related screenshots for reference
	Click “NEXT” >	<p>After selection,</p> 
NOTE	<p><i>Differences between registering an Individual User Account and an Organization Account</i></p> <ul style="list-style-type: none"> <i>If you are intending to conduct case-specific electronic transactions 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> <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> 	
3.	<p>Select application type</p> <p>Select “Application for an Organization Account” ></p> <p>Click “NEXT” ></p>	<p>The “Application for Primary Administrator Account” screen is displayed</p> <p>Step 1 – Select Application Type</p> 
4.	<p>Input organization information</p> <p>Having read and understood the Important Notes, input the organization information.</p> <p>Input Organization Name (Eng) ></p> <p>Input Organization Name (Chi) ></p> <p>Select an appropriate Type of Registration Document of the Organization ></p> <p><i>[Note: If the option “Others” is selected, please fill in the textbox under the additional field “Type of Registration Document (Others) (Eng) >]</i></p> <p>Input Registration Document No. ></p>	<p>Step 2 – Input Organization Information</p> 

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Item	Process	Related screenshots for reference
	<p>Select and input an organization headquarters address in English or Chinese ></p> <p>For English Address, input details of Room, Floor, Block, Building in Line 1 ></p> <p>Input Street and Street number in Line 2 ></p> <p>Select an appropriate option for Region and District ></p> <p>Select the option that best suits your situation</p> <p>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 ></p> <p>Click “Add” if there are more than one related cases></p> <p>Click “NEXT” ></p>	<p>[Scroll down]</p>  <p>[Scroll down]</p> 
5.	<p><u>Input personal particulars of the PA</u></p> <p>Select an appropriate Title ></p> <p>Input Surname (Eng)² and Given Name (Eng)² ></p> <p>Input Surname (Chi) and Given Name (Chi) ></p> <p>Select an appropriate Identification Document Type ></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)” >]</i></p> <p>Input Identification Document No. ></p> <p>Input Job/Post Title (Eng) ></p>	<p>Step 3 – Input Personal Particulars</p> 

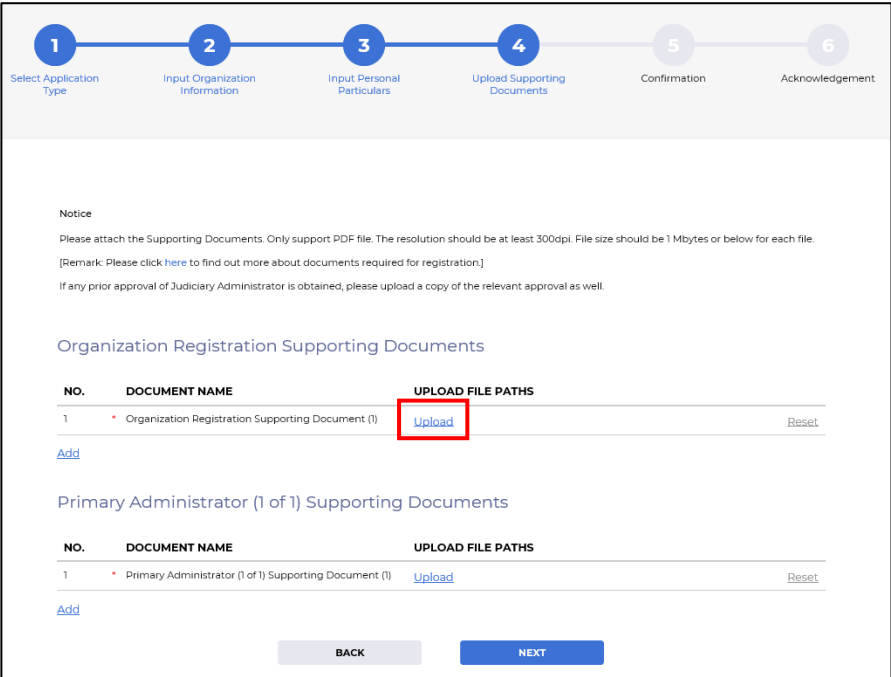
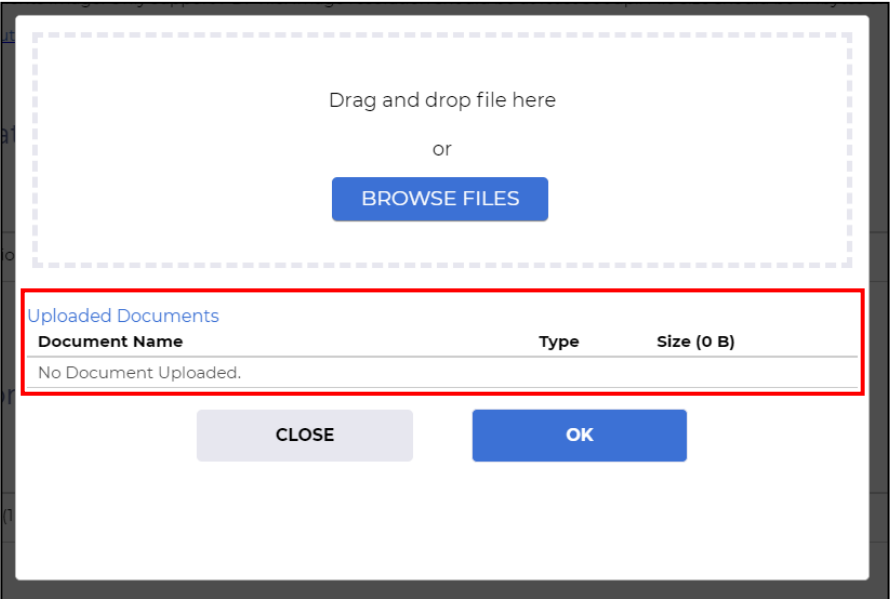
² This information will be used as one of the answers to the security questions for Account Activation process.

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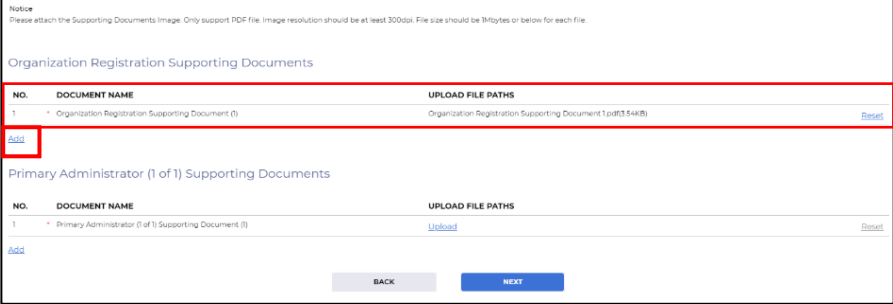
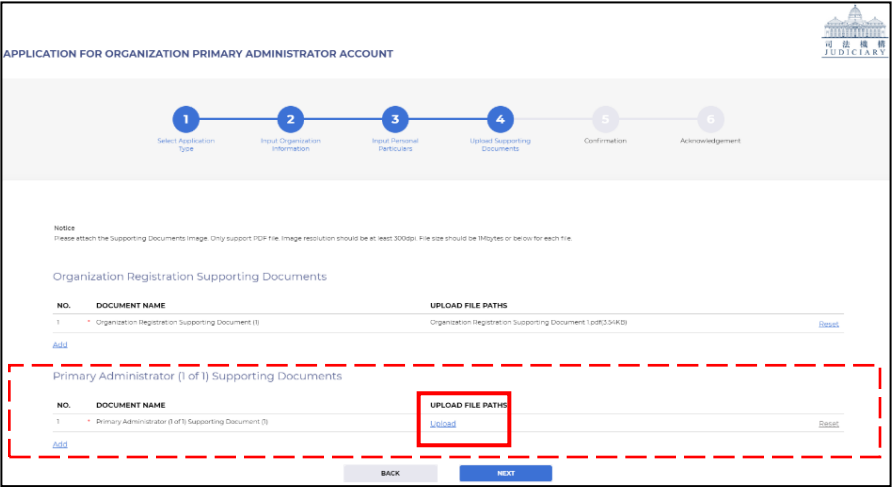
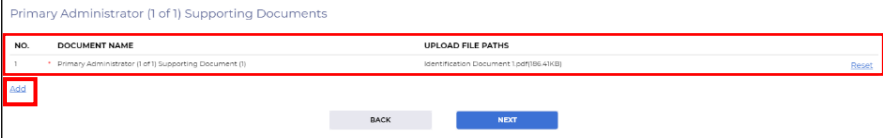
Item	Process	Related screenshots for reference
	<p>Select and input a Contact Address in English or Chinese ></p> <p><i>[Note: If the checkbox “Same as organization address” is ticked, the system will auto-fill the related data field with the organization headquarters address inputted previously.]</i></p> <p>Input Telephone No.² ></p> <p>Input Fax No. ></p> <p>Input Email Address³ ></p> <p>Re-enter the related Email Address for confirmation ></p> <p>Input Mobile Phone No. ></p> <p>Select the desired language under Preferred Language (for screen display)</p> <p>Click “Add User” if there will be more than one Primary Administrator and input the particulars for another Primary Administrator ></p> <p>Click “NEXT” ></p>	<p><i>[Scroll down]</i></p>  <p><i>[Scroll down]</i></p> 

³ The related email address will be used for receiving messages from the iCMS.

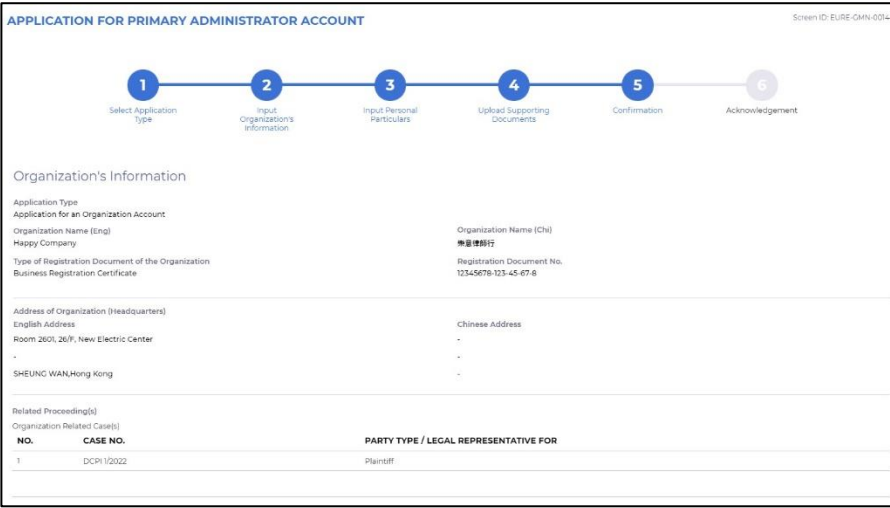
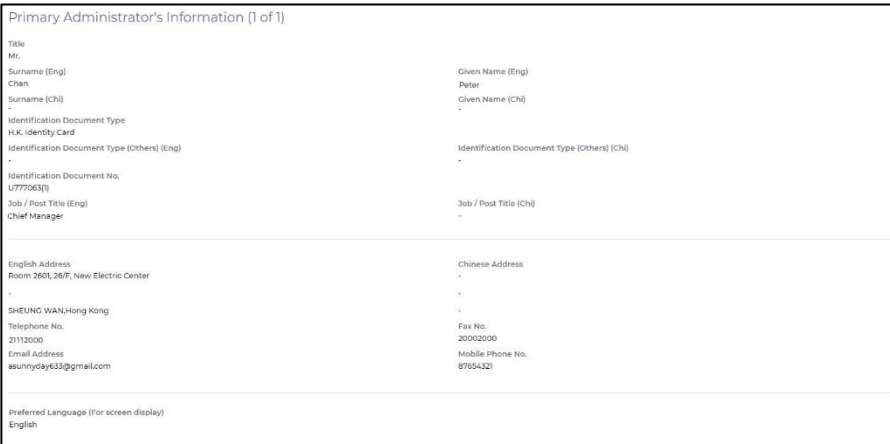
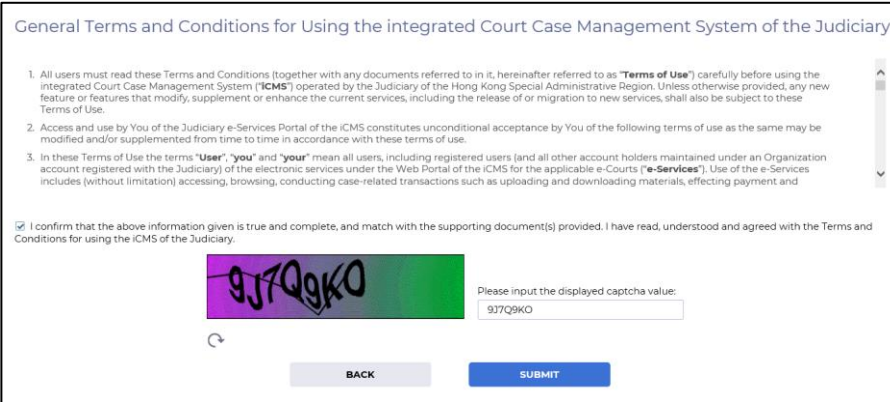
Step-by-step guide - “Register a Primary Administrator (PA) Account”

Item	Process	Related screenshots for reference
<p>6.</p> <p><u>Upload supporting documents</u></p> <p>Upload supporting document(s) for organization account registration first.</p> <p>Click “Upload” to start ></p>		<p>Step 4 – Upload Supporting Documents</p> 
	<p>Click “BROWSE FILES” and select document></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 Upload document using ‘drag and drop’ feature 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></p> <p>Click “OK” ></p>	<p>The “Upload Supporting Documents” screen is displayed</p> 

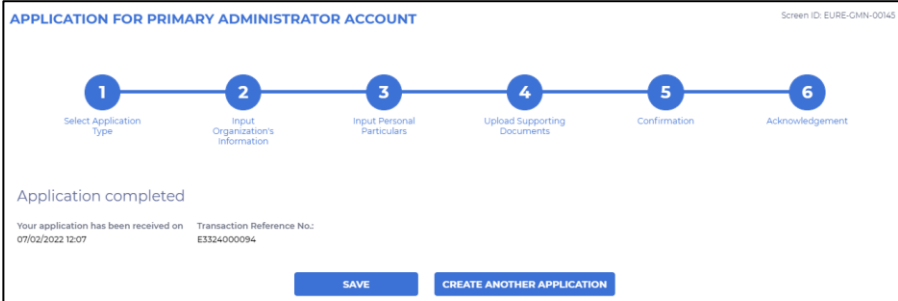
Step-by-step guide - “Register a Primary Administrator (PA) Account”

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 ></p>	
	<p>Click “Upload” under the section for supporting documents for PA account after you have completed the previous section.</p> <p>After the uploading is completed, 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 ></p> <p>Click “NEXT” after it is complete ></p>	 

Step-by-step guide - "Register a Primary Administrator (PA) Account"

Item	Process	Related screenshots for reference
7.	<p><u>Confirmation</u></p> <p>Review information on the page ></p> <p>Tick the checkbox of "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." ></p> <p>Input the captcha and then click "SUBMIT" ></p>	<p>Step 5 – Confirmation</p>  <p>[Scroll down]</p>  <p>[Scroll down]</p> 

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Item	Process	Related screenshots for reference
8.	<p><u>Acknowledgment</u></p> <p>Click “SAVE” if you want to keep a copy of the application form for Primary Administrator Account ></p>	<p>Step 6 – Acknowledgment</p> 
9.	<p>Internal Process by Judiciary</p>	<p>The applicant will receive Notification via the registered email address.</p>