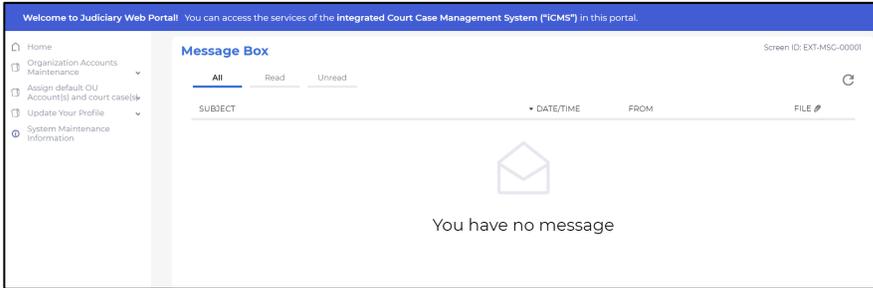
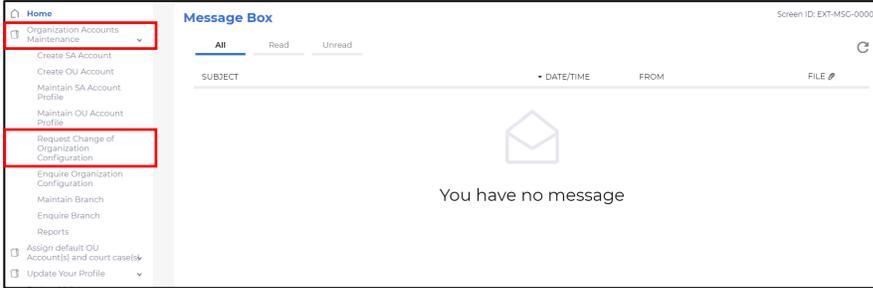
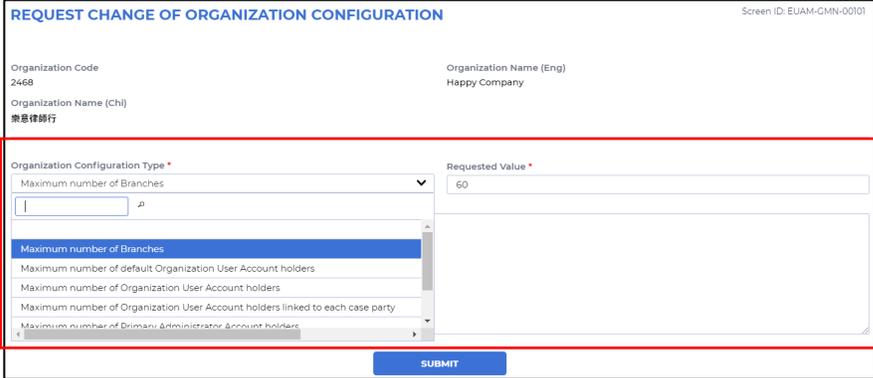
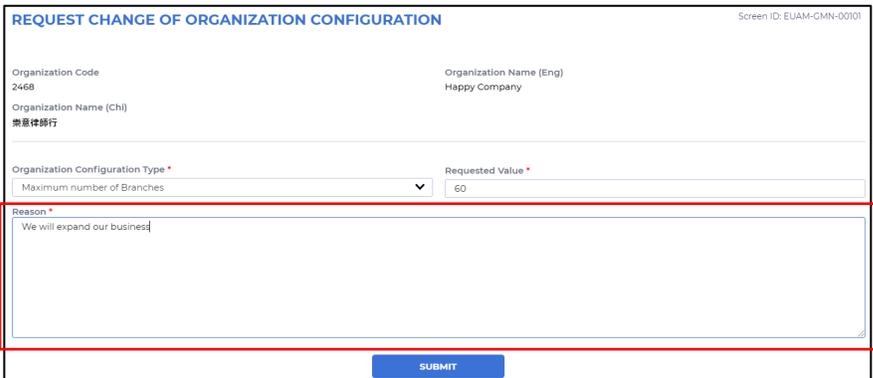
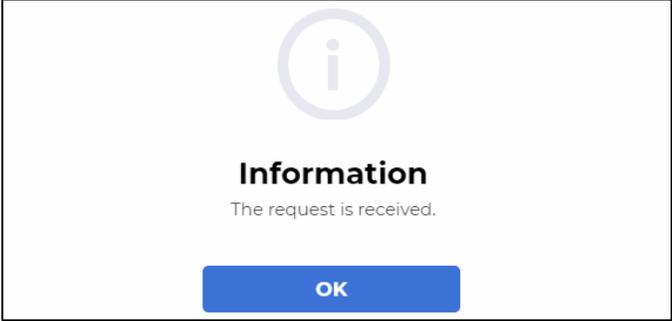


Request change of organization configuration

This step-by-step guide outlines the general process required to request change of organization configuration. 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><u>Login user account</u></p> <p><i>[Note: Please refer to the step-by-step guide Account Login and Logout for information if necessary.]</i></p>	<p>The landing page after logged-in is displayed</p> 
<p>NOTE</p>	<p><i>Only the Primary Administrators are able to make request to change the configuration of the Organization.</i></p>	
2.	<p><u>Organization Accounts Maintenance</u></p> <p>Under Main Menu > Organization Accounts Maintenance ></p> <p>Select “Request Change of Organization Configuration” ></p>	<p>The landing page of PA Account after logged-in is displayed</p> 
3.	<p><u>Select Organization Configuration Type and input Requested Value</u></p> <p>From the dropdown list, select the organization configuration types ></p> <p>Input the Requested Value for change</p> <p><i>[Note: For example, if an Organization considers the default maximum number of Branches is insufficient to meet the operational needs, the</i></p>	<p>The “REQUEST CHANGE OF ORGANIZATION CONFIGURATION” screen is displayed</p> 

Step-by-step guide - “Request change of organization configuration”

Item	Process	Related screenshots for reference
	<p><i>relevant PA may request to increase the maximum number by inserting the required value in the related field.]</i></p>	
<p>NOTE</p>	<p>Herewith the list of “Organization Configuration Types” available for selection:</p> <ol style="list-style-type: none"> 1) Maximum number of Branches; 2) Maximum number of default Organization User Account holders; 3) Maximum number of Organization User Account holders; 4) Maximum number of Organization User Account holders linked to each case party; 5) Maximum number of Primary Administrator Account holders; 6) Maximum number of Secondary Administrator Account holders; and 7) Maximum number of Secondary Administrator Account holders linked to each case party (for subsequent case assignment). 	
<p>4.</p>	<p><u>Input Reason for the request</u></p> <p>Input Reason for the request in the textbox ></p> <p>Click “SUBMIT” ></p>	
<p>5.</p>	<p><u>Acknowledgment</u></p> <p>Click “OK”</p>	<p>A pop-up message screen is displayed</p> 
<p>6.</p>	<p>Internal Process by Judiciary</p>	<p>PA will receive an email after vetting by Judiciary to notify whether the application for the change of organization configuration is approved or rejected.</p>