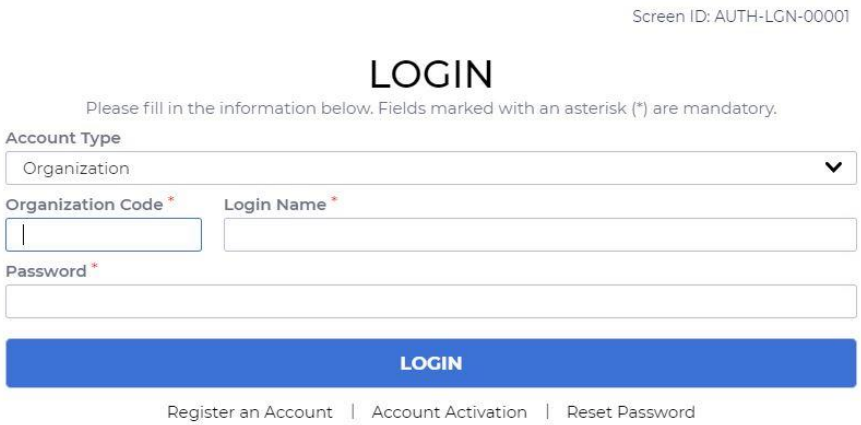
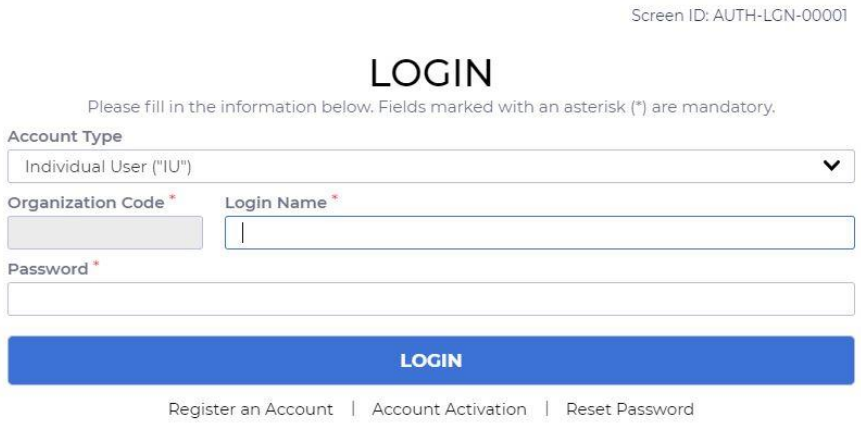
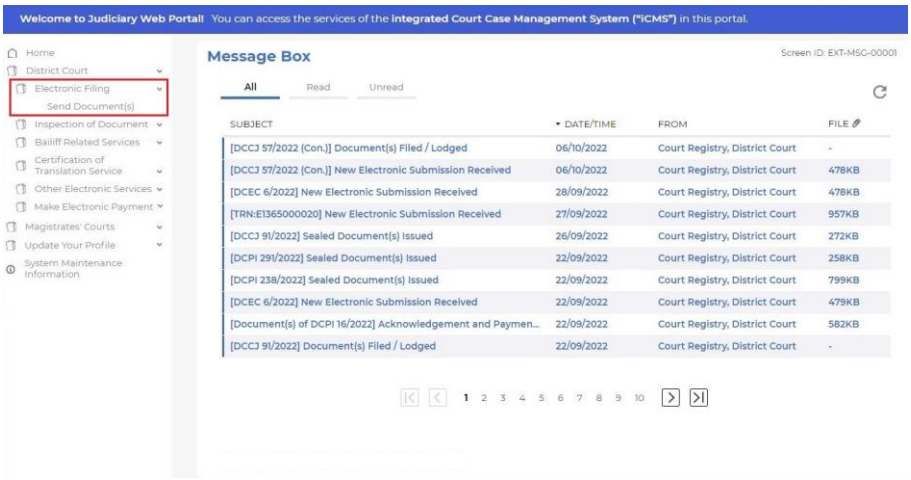
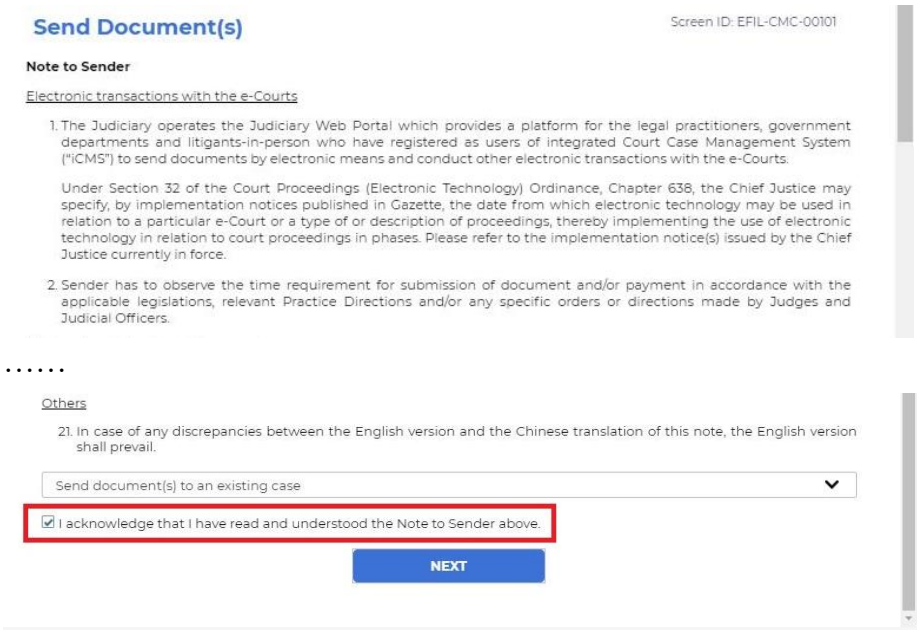
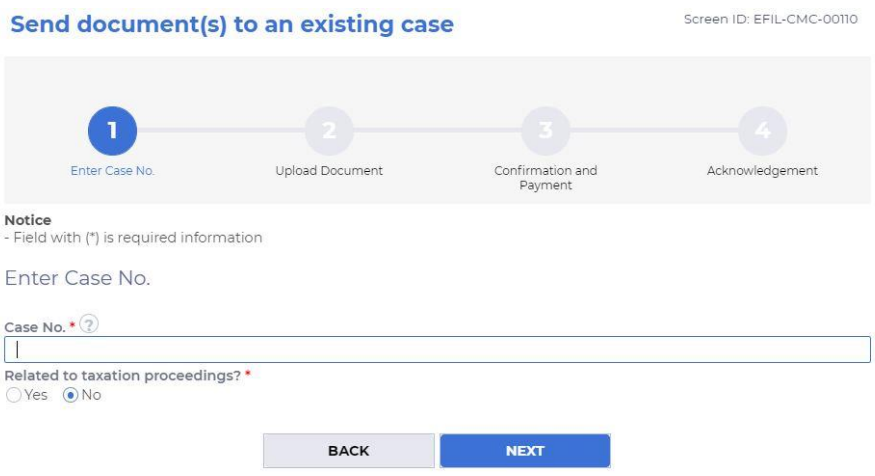
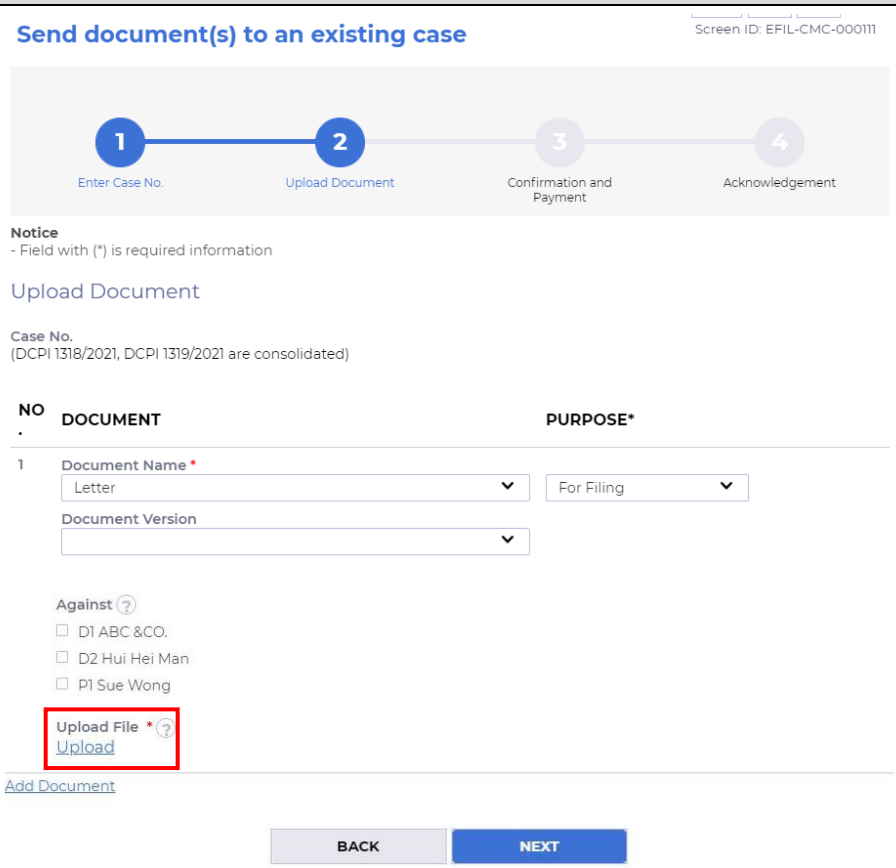
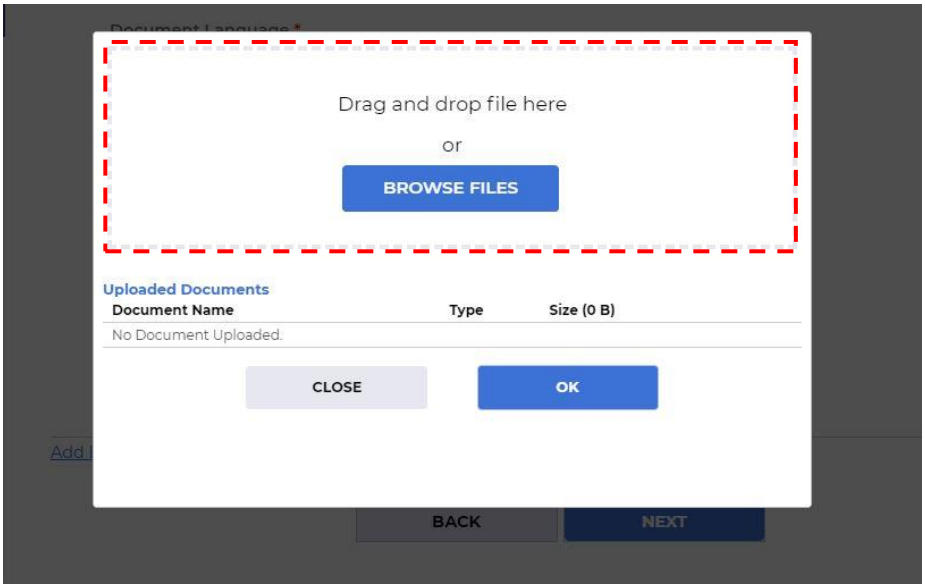
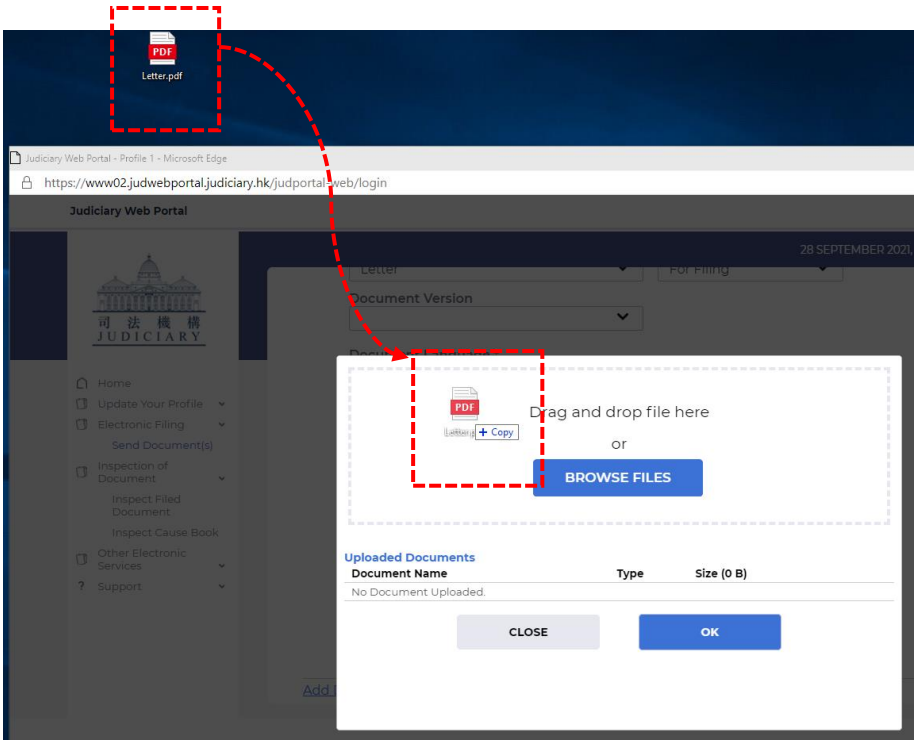
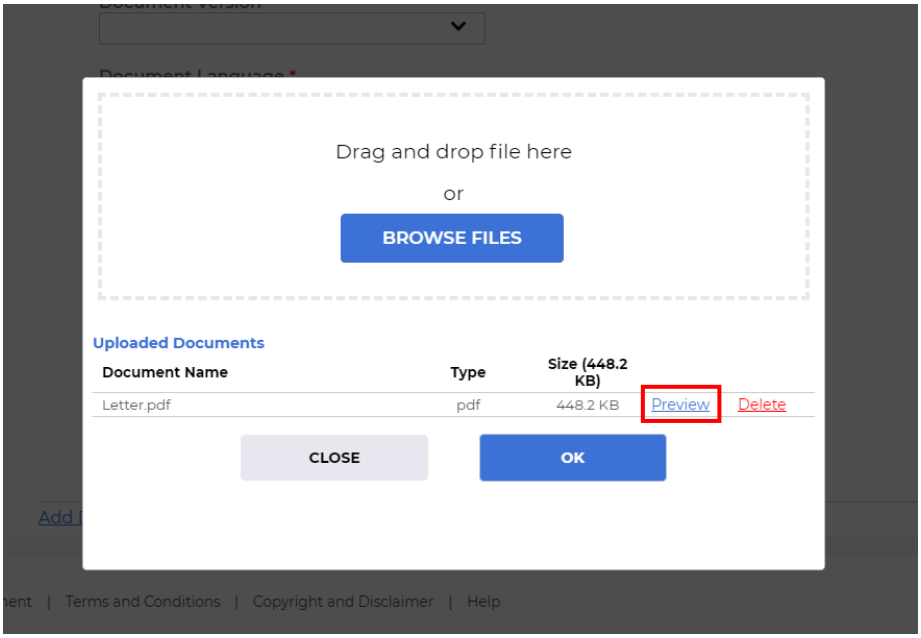
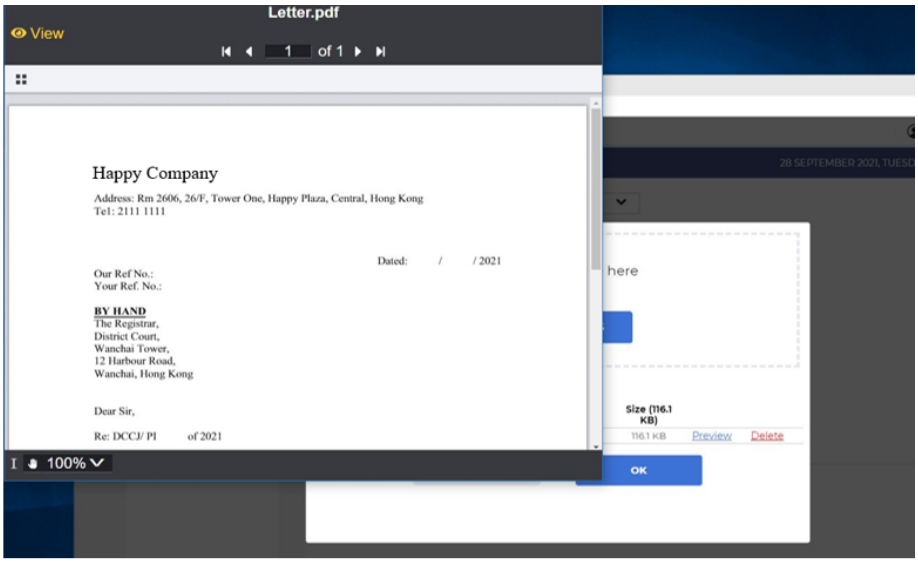
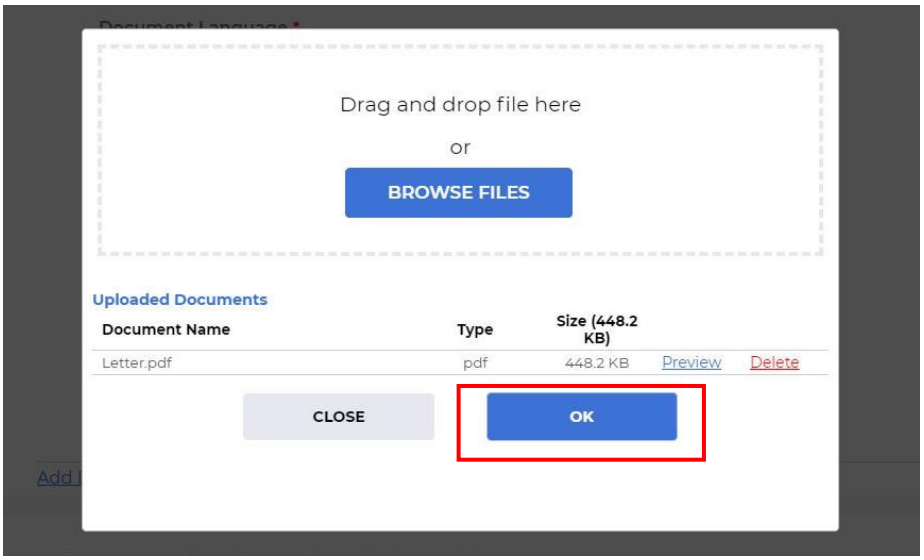
Upload document using "drag and drop" feature

This step-by-step guide outlines the general process required to send documents using iCMS. 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	Relevant screenshots for reference
1.	**<u>Login user account</u>** Either by Organization User ("OU") or Individual User ("IU") account holder *[Note: Please refer to relevant step-by-step guide "Account Login and Logout" for more information if necessary.]* For OU account holder, he/she should have been duly assigned to handle the case concerned with proper user role. *[Note: Please refer to relevant step-by-step guide "Assign court case(s) to OU Account(s) by SA of the same branch, after assignment by PA (by case number)" for more information if necessary.]*	Organization User  Individual User 

Item	Process	Relevant screenshots for reference
2.	**Access e-Filing function** Select court level, e.g. "District Court"> Click "Electronic Filing" > Select "Send Document(s)">	
3.	**Select the required function** Select "Send document(s) to an existing case" > Tick the checkbox "I acknowledge that I have read and understood the Note to Sender above." > Click "NEXT">	
4.	**Enter case number** Input "Case No.*"> Select "No" in "Related to taxation proceedings? *"> Click "NEXT">	Step 1: Enter Case No. 

Item	Process	Relevant screenshots for reference
5.	**Upload document in case commencement and filing to existing case** After filling in necessary information of a document and clicking "Upload", an upload box pops up *[Note: Please refer to "How to commence a new case?" video clip, step-by-step guide "Commence a new case", and/ or "How to send documents to an existing case" video clip for more information if necessary.]*	
6.	**Upload document by drag and drop** Other than clicking "BROWSE FILES", you may upload the file at your local drive by dragging the file to the box marked as "Drag and drop file here">	

Item	Process	Relevant screenshots for reference
7.	**Upload document by drag and drop (cont'd)** "Drag" the file you wish to upload at your local drive and "drop" it inside the "Drag and drop file here" box>	
8.	**Preview document** Document name is displayed under "Uploaded Documents" Click "Preview" to view the image of the uploaded document and check whether the correct file has been uploaded	

Item	Process	Relevant screenshots for reference
9.	**<u>Preview document (cont'd)</u>** Uploaded document image pops up If the uploaded document is incorrect, click "Delete" and follow the same procedure above to upload a correct file. Click "OK" to proceed>