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NEW CMS Training

How to access the new CMS?

July 2025

The CMS is made up of 3 applications, each with its own specific features and access restrictions. As external users of the new CMS, you will have access to 2 applications: the Front Office and the Front Office Portfolio.

Applications	Description	UAT Access Links
Front Office	• Filing new requests • Filing requests for cases not in your portfolio • Managing user profile and legal teams • Manage, sign and send submissions	_https://cms.unifiedpatentcourt.org/_
Front Office Portfolio	• Manage all UPC cases **of that user** • View individual cases in detail (including filings from the opposing party) • File subsequent actions from a given case using prefilled filing forms • View orders and decisions of the Court, as well as Court communications	_https://cms.unifiedpatentcourt.org/portfolio_

To access the new CMS, you will have **2 options** depending on your status. Indeed, "existing" and "new users" will have to follow different steps in order to start using the new CMS.

By "new users" we considered all parties that have never created an account on the <u>previous</u> CMS.

- ✓ For new user, please see <u>"How to connect as a NEW user?"</u>

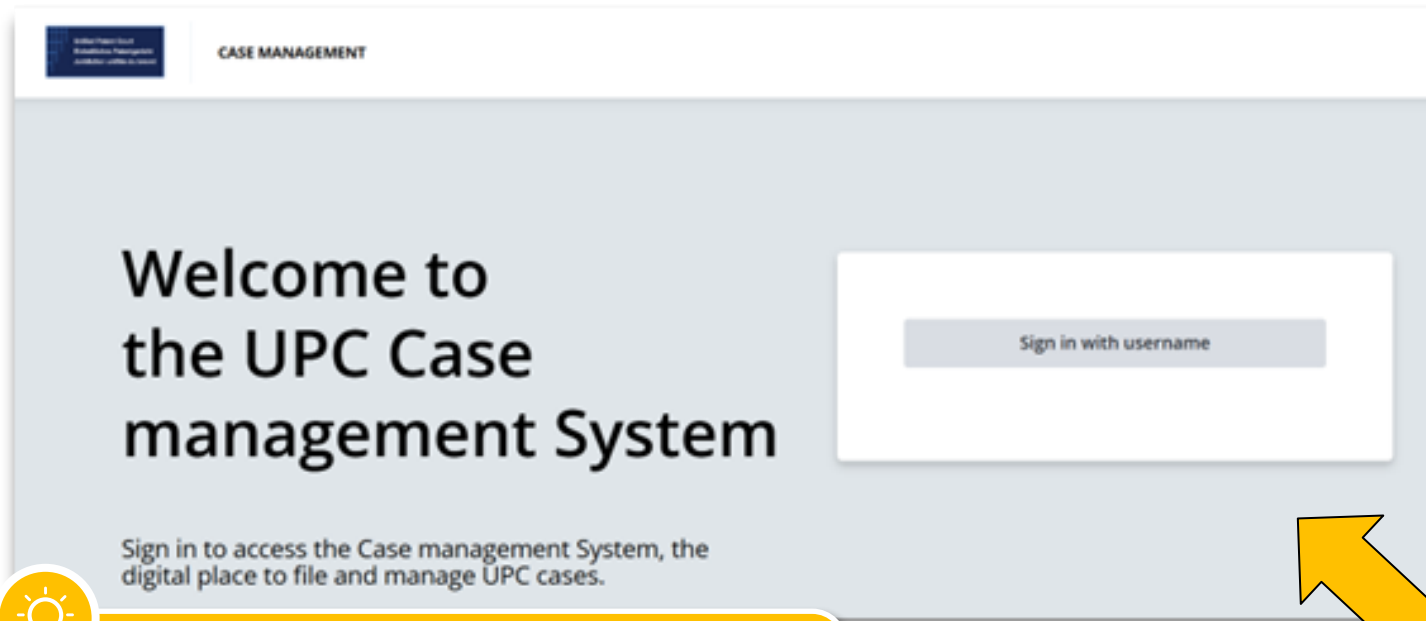- ✓ For existing user, please <u>"How to connect as an EXISTING user?"</u>

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How to connect as a NEW user?

How to connect to Front Office and Front Office Portfolio as a NEW user

Welcome to the UPC Case management System

CASE MANAGEMENT

Sign in with username

Sign in to access the Case management System, the digital place to file and manage UPC cases.

💡 PLEASE NOTE that the SmartCard will not be required anymore to authenticate on the CMS.

As a new user, you will need to open the link to Front Office or Front Office Portfolio. Once there you will arrive on the "Welcome" page. Click on "Sign in with username".

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Sign in to your account

Forgot Password?

Sign in with username
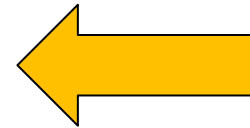
New user? Register

Click on "Register" to create an account.

How to connect to Front Office and Front Office Portfolio as a NEW user

* Required fields

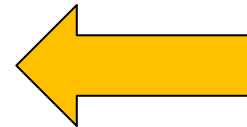**Register**

Username *

Password *

Confirm password *

Email *

First name *

Last name *

« Back to Login

Register

Please enter the following information and click on "Register":

- ✓ Username
- ✓ Password
- ✓ Confirm Password
- ✓ Email
- ✓ First name
- ✓ Last name

How to connect to Front Office and Front Office Portfolio as a NEW user

You will now receive an email asking you to verify the email address linked to your account.
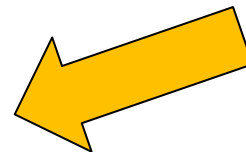
Please note that the link expires after 5 minutes.

How to connect to Front Office and Front Office Portfolio as a NEW user
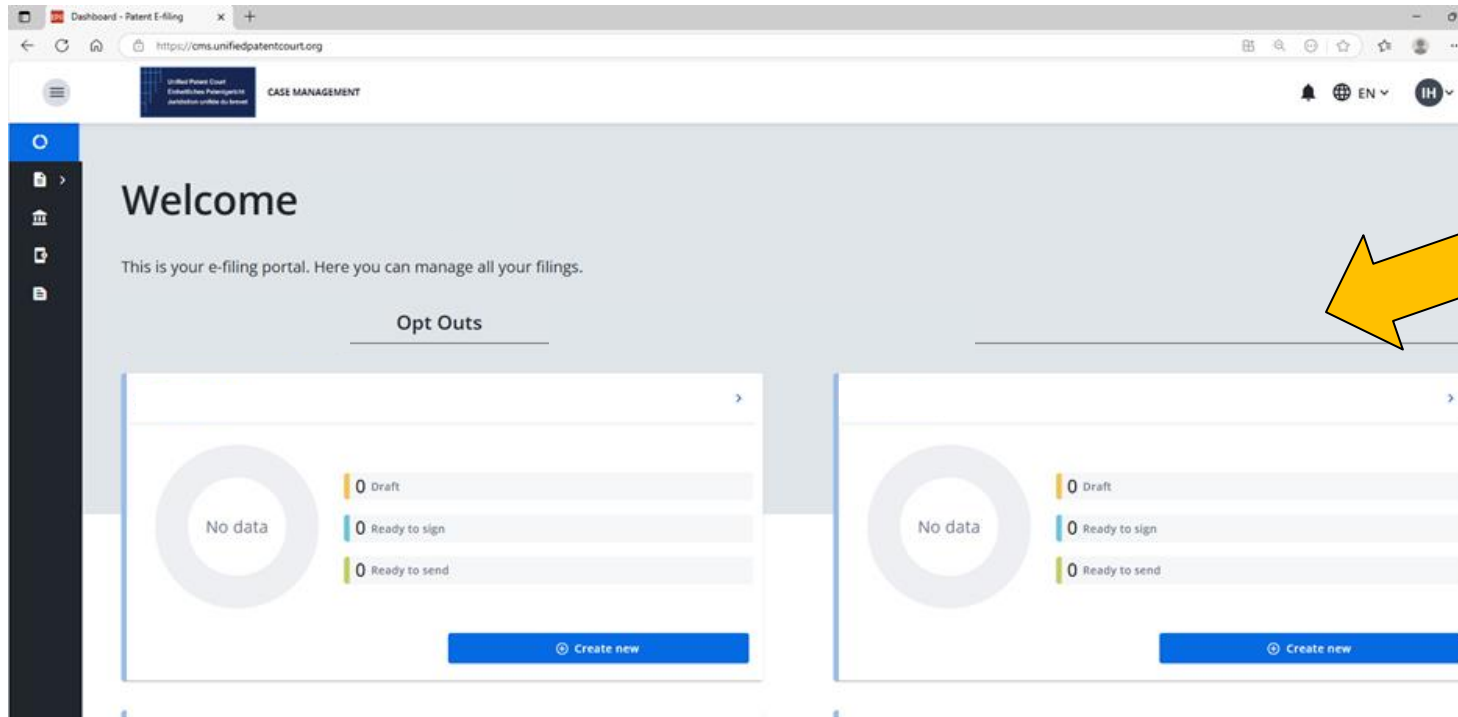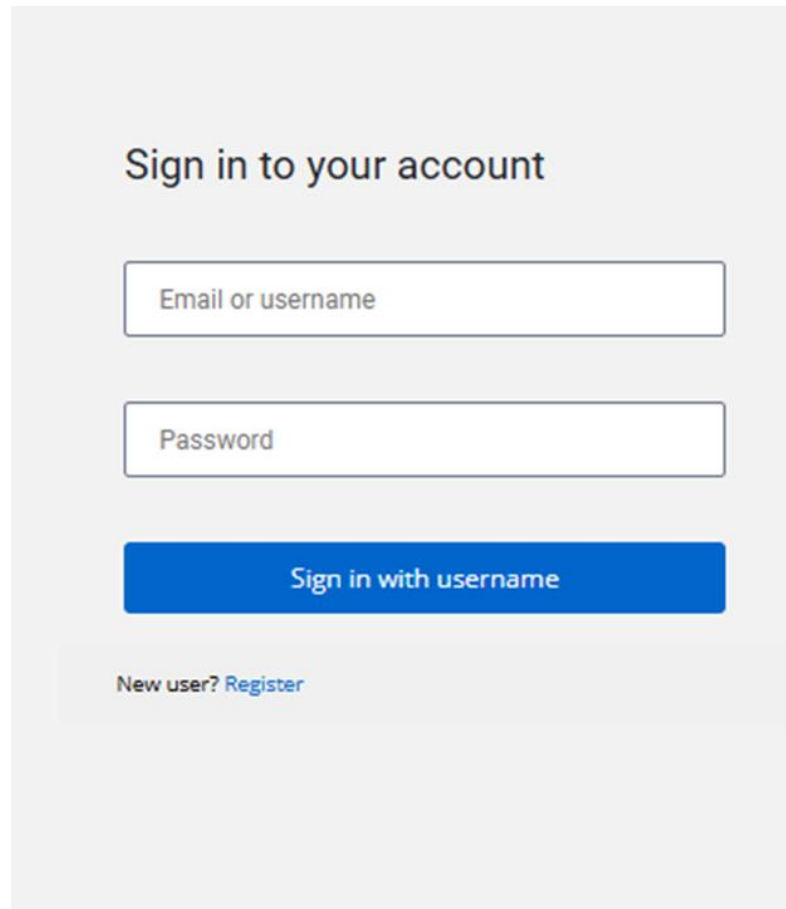

Once you verified your account, please refresh your browser page and you will be able to access the new CMS.

Please note, a **Multi-factor authentication** will be required each time you will log-in again to the CMS. See slide 10-11, for more information.

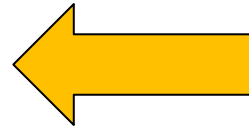# How to connect to Front Office and Front Office Portfolio as a NEW user?

Sign in to your account

Email or username

Password

Sign in with username

New user? Register

Once you log-out from the CMS, and you want to log-in again, please enter your username and password and click on "Sign in with username".

The Multi-factor authentication will be required.

How to connect to Front Office and Front Office Portfolio as a NEW user?

Mobile Authenticator Setup

You need to set up Mobile Authenticator to activate your account.

1. Install one of the following applications on your mobile:
   Microsoft Authenticator
   Google Authenticator
   FreeOTP

2. Open the application and scan the barcode:

   Unable to scan?

3. Enter the one-time code provided by the application and click Submit to finish the setup.
   Provide a Device Name to help you manage your OTP devices.

One-time code *

Device Name

☑ Sign out from other devices
Submit

Please follow the steps as described in the left, once done click on "Submit". You will be automatically directed to the new CMS.

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How to connect to Front Office and Front Office Portfolio as a NEW user?

Sign in to your account

Email or username

Password

Sign in with username

One-time code

Sign In
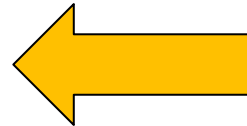
Each time you log-in to the new CMS, you will need to enter your username and password, and your one-time code available in your Mobile Authenticator application.

How to connect to Front Office and Front Office Portfolio as a NEW user
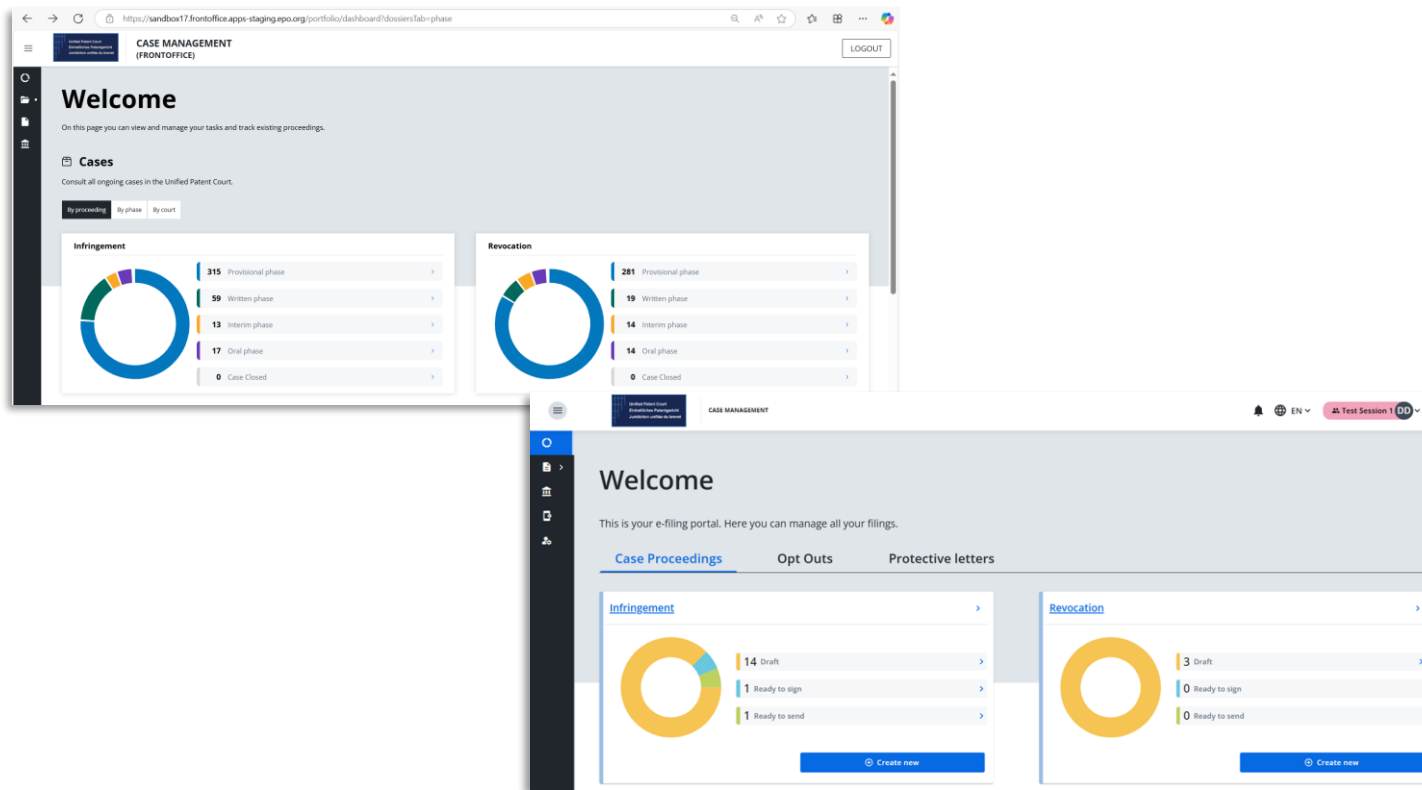
You can now access the new CMS

PLEASE NOTE
- Once your account created you can access either the Front Office or Front Office Portfolio with you username and password.

- Per default roles will be assigned automatically with your account creation.

- Should you wish to create an Organization, you can do it via your " Profile" page where you can add already existing user(s).

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How to connect as an EXISTING user?

Unified Patent Court
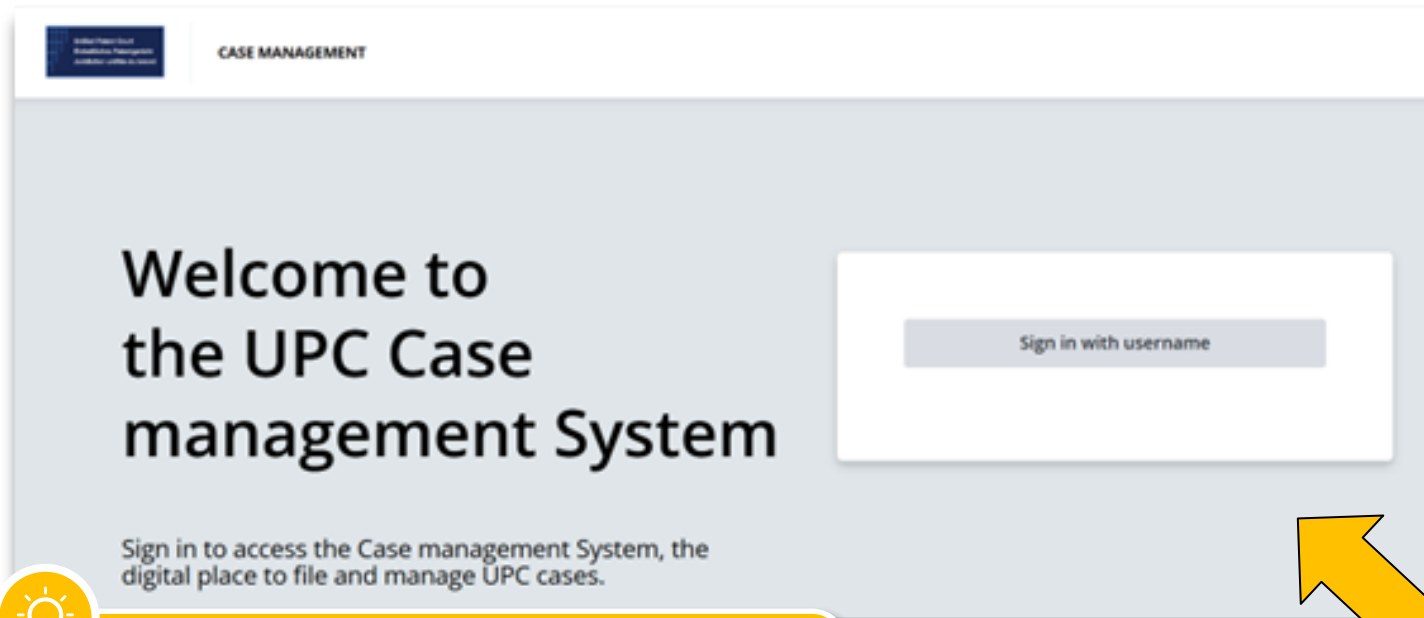**Einheitliches Patentgericht**
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Please note:

All existing registered users on the current CMS will be **migrated to the new CMS** as such.

If you already have an account with the current CMS, you should use the procedure described in the following section.

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CASE MANAGEMENT

Welcome to the UPC Case management System

Sign in with username

Sign in to access the Case management System, the digital place to file and manage UPC cases.

PLEASE NOTE that the SmartCard will not be required anymore to sign-in on the CMS.

As a existing user, your account will be retrieved based on your email address but you will need to reset your password. To do so, open the Front Office or Front Office Portfolio. Once you're on the "Welcome" page, click on "Sign in with username".

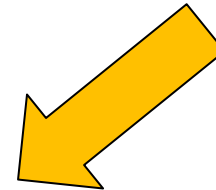# How to connect to Front Office and Front Office Portfolio as an EXISTING user?

Sign in to your account

Forgot Password?

Sign in with username

New user? Register

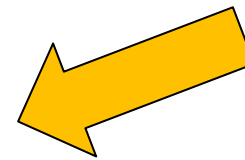Click on "Forgot Password" to set-up a new password.

How to connect to Front Office and Front Office Portfolio as an <u>EXISTING</u> user?

Forgot Your Password?
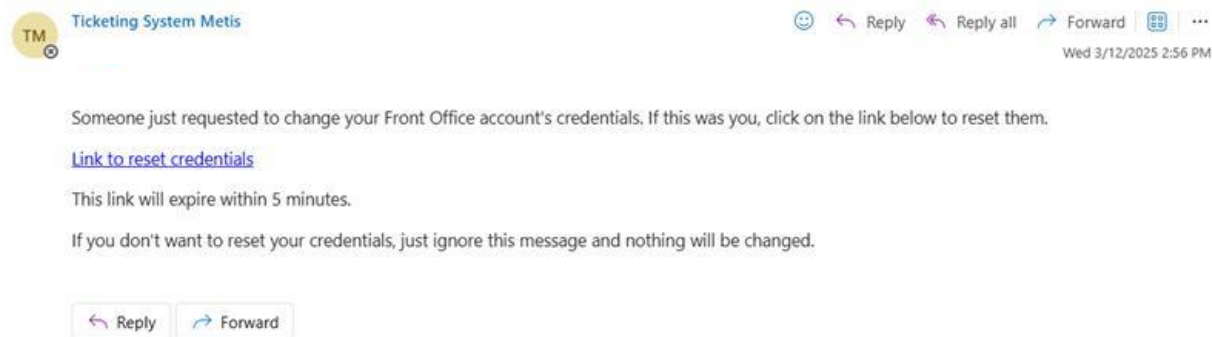
Username or email

« Back to Login

Submit

Enter your username or email address and we will send you instructions on how to create a new password.

Enter your **email address** in order to receive the verification and reset password emails.

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Ticketing System Metis

😊 ↩ Reply ↩ Reply all → Forward ⊞ ...

Wed 3/12/2025 2:56 PM

TM
⊗

Someone just requested to change your Front Office account's credentials. If this was you, click on the link below to reset them.

Link to reset credentials

This link will expire within 5 minutes.

If you don't want to reset your credentials, just ignore this message and nothing will be changed.

↩ Reply   → Forward

You should have received an email from "Ticketing System Metis" asking you to access a link to reset your credentials.

Click on the link.

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You need to set up Mobile Authenticator to activate your account.

1. Install one of the following applications on your mobile:
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2. Open the application and scan the barcode:

Unable to scan?

3. Enter the one-time code provided by the application and click Submit to finish the setup.
   Provide a Device Name to help you manage your OTP devices.

One-time code *

Device Name

☑ Sign out from other devices
Submit

The Multi-factor authentication will be required.

Please follow the steps as described in the left, once done click on "Submit". You will be automatically directed to the new CMS.

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How to connect to Front Office and Front Office Portfolio as an EXISTING user?
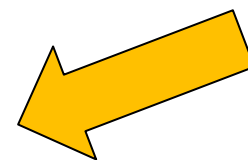
Update password

You need to change your password to activate your account.
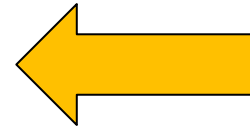New Password

Confirm password

☑ Sign out from other devices

Submit

Once you access the link, you should be redirected to this page asking you to set up your new password in order to activate your account.

How to connect to Front Office and Front Office Portfolio as a <u>EXISTING</u> user?

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Sign in to your account

Email or username

Password

Sign in with username

One-time code

Sign In
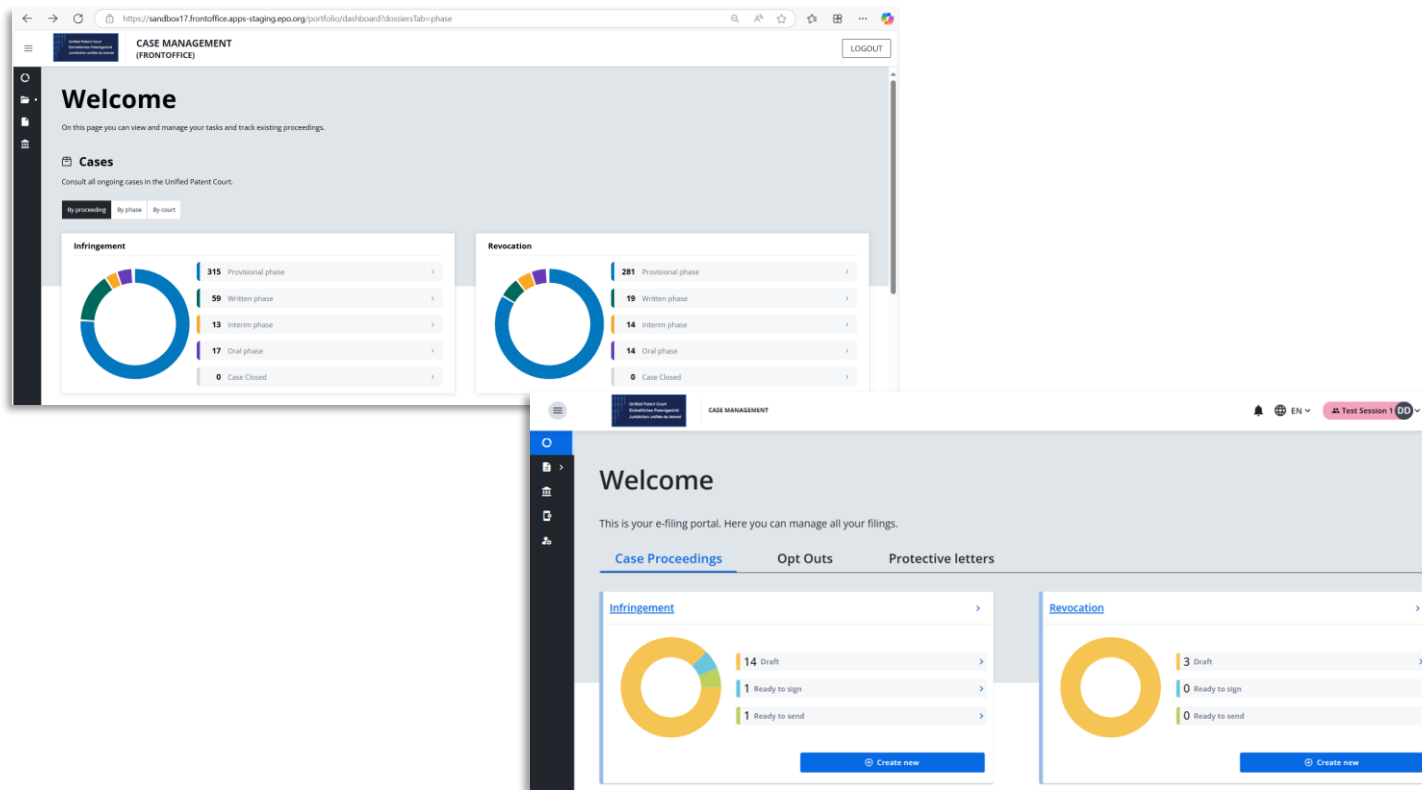
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Thank you for your attention!