



Unified Patent Court
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GUIDE FOR EXTERNAL USERS

NEW CMS Training

How to access the new CMS?

July 2025

New CMS Applications

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	<ul style="list-style-type: none"> Filing new requests Filing requests for cases not in your portfolio Managing user profile and legal teams Manage, sign and send submissions 	<i>Coming soon</i>
Front Office Portfolio	<ul style="list-style-type: none"> 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 	<i>Coming soon</i>

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 previous CMS.

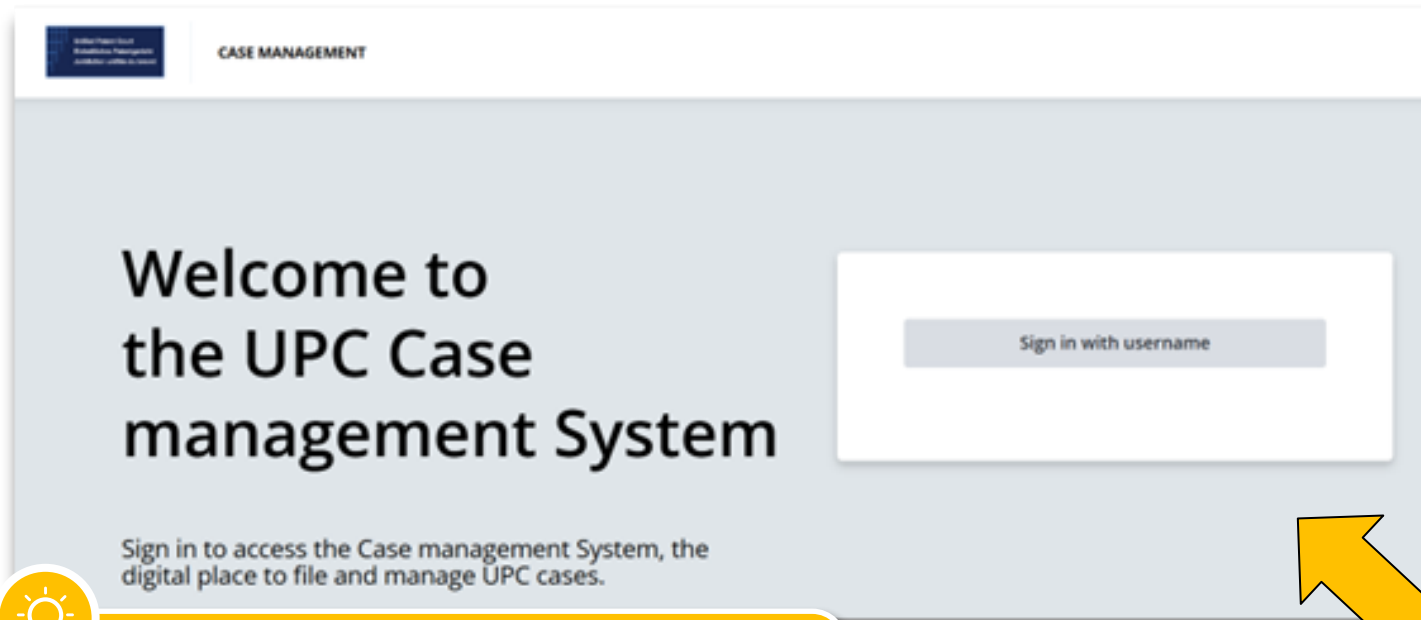
- ✓ For new user, please see [“How to connect as a NEW user?”](#)
- ✓ For existing user, please [“How to connect as an EXISTING user?”](#)



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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



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”.



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

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

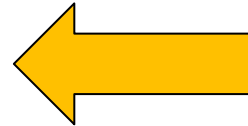
Sign in to your account

[Forgot Password?](#)

[New user? Register](#)

Click on “Register” for you to
create an account mentioning the
below information:


- ✓ Username
- ✓ Email address
- ✓ First & Last name
- ✓ Password



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:

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.

Unable to scan?

One-time code *

Device Name

☒ Sign out from other devices

In order to activate your account
you will need to set-up the Multi-
factor authentication by
following the step attached.

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

Email verification

You need to verify your email address to activate your account.
An email with instructions to verify your email address has been sent to your address

Haven't received a verification code in your email?
[Click here](#) to re-send the email.

Finally, you will receive an email asking you to verify the email address linked to your account.

Verify email Inbox x



UPC CMS <glpi-upc-test@unifiedpatentcourt.org>
to me ▾



English (UK) ▾

English (UK) ▾

Translate email

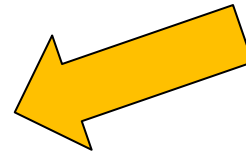


Someone has created a Front Office account with this email address. If this was you, click the link below to verify your email address

[Link to e-mail address verification](#)

This link will expire within 5 minutes.

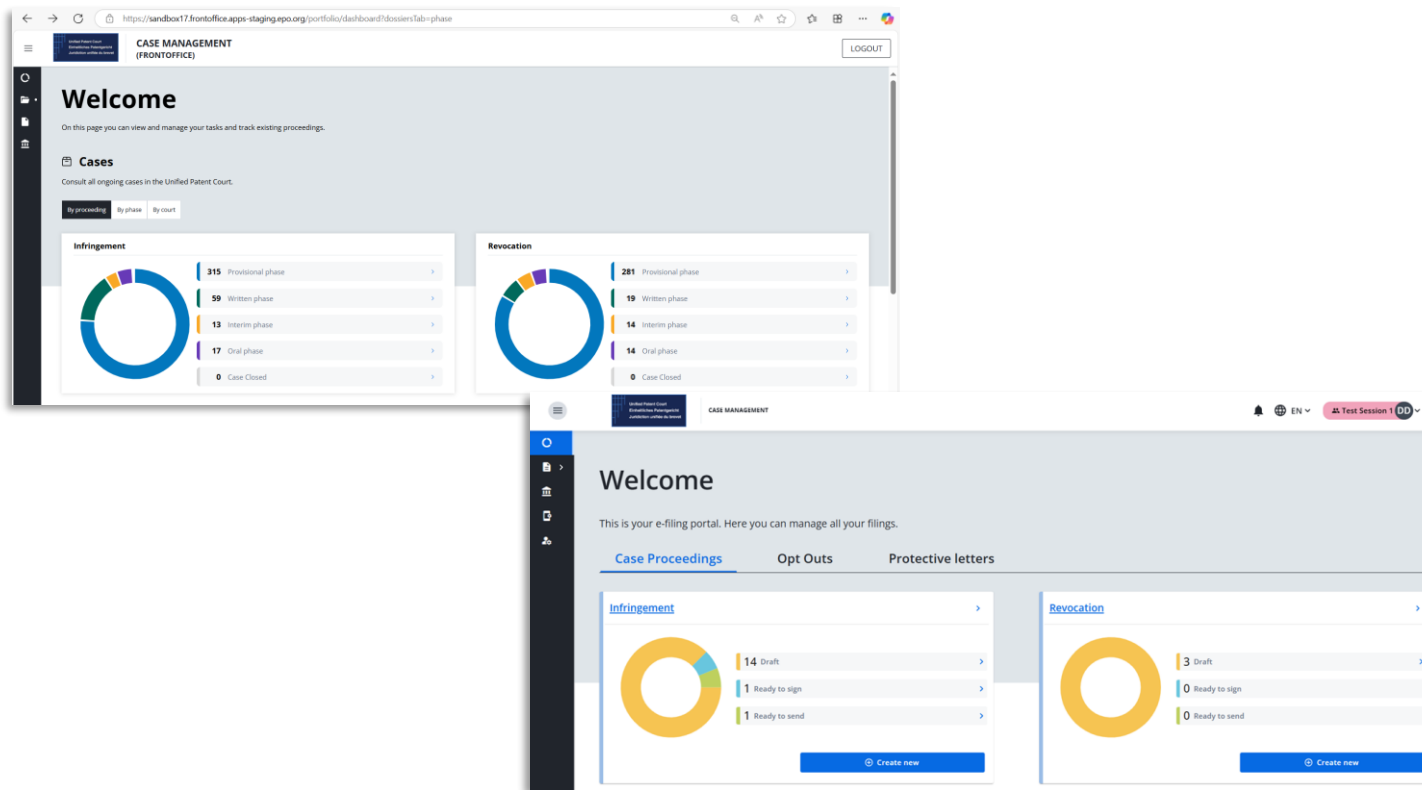
If you didn't create this account, just ignore this message.



Please note that the link expires after 5 minutes.

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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?

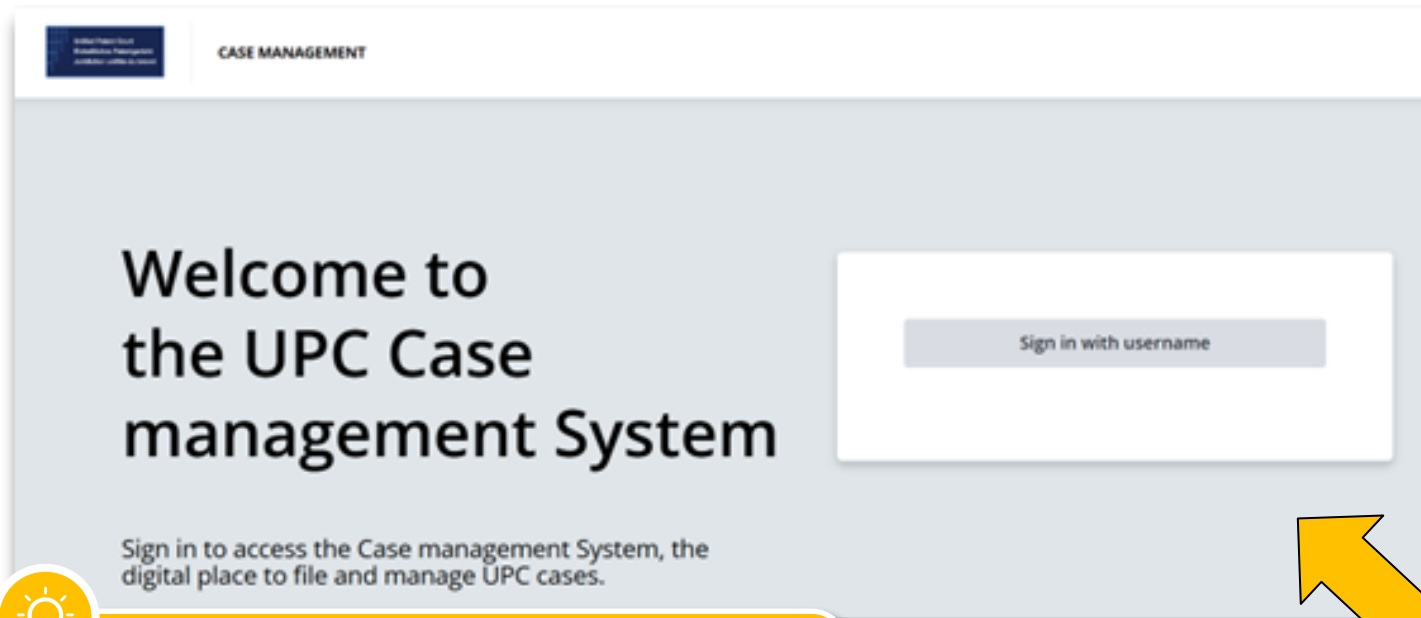


Please note:

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

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

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



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".

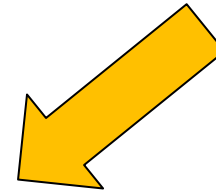
How to connect to Front Office and Front Office Portfolio as an EXISTING user?

Sign in to your account

[Forgot Password?](#)

[Sign in with username](#)

New user? [Register](#)



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

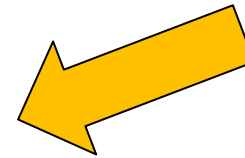
How to connect to Front Office and Front Office Portfolio as an EXISTING user?

Forgot Your Password?

Username or email

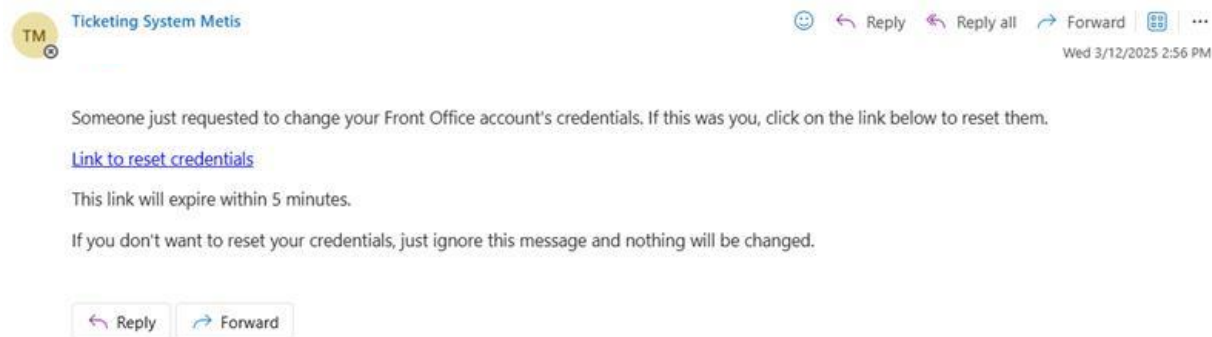
[« Back to Login](#)

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 reset password
email.

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



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

Click on the link.

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

Update password

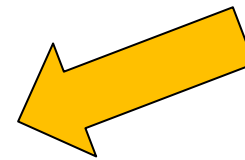
You need to change your password to activate your account.

New Password

Confirm password

☒ Sign out from other devices

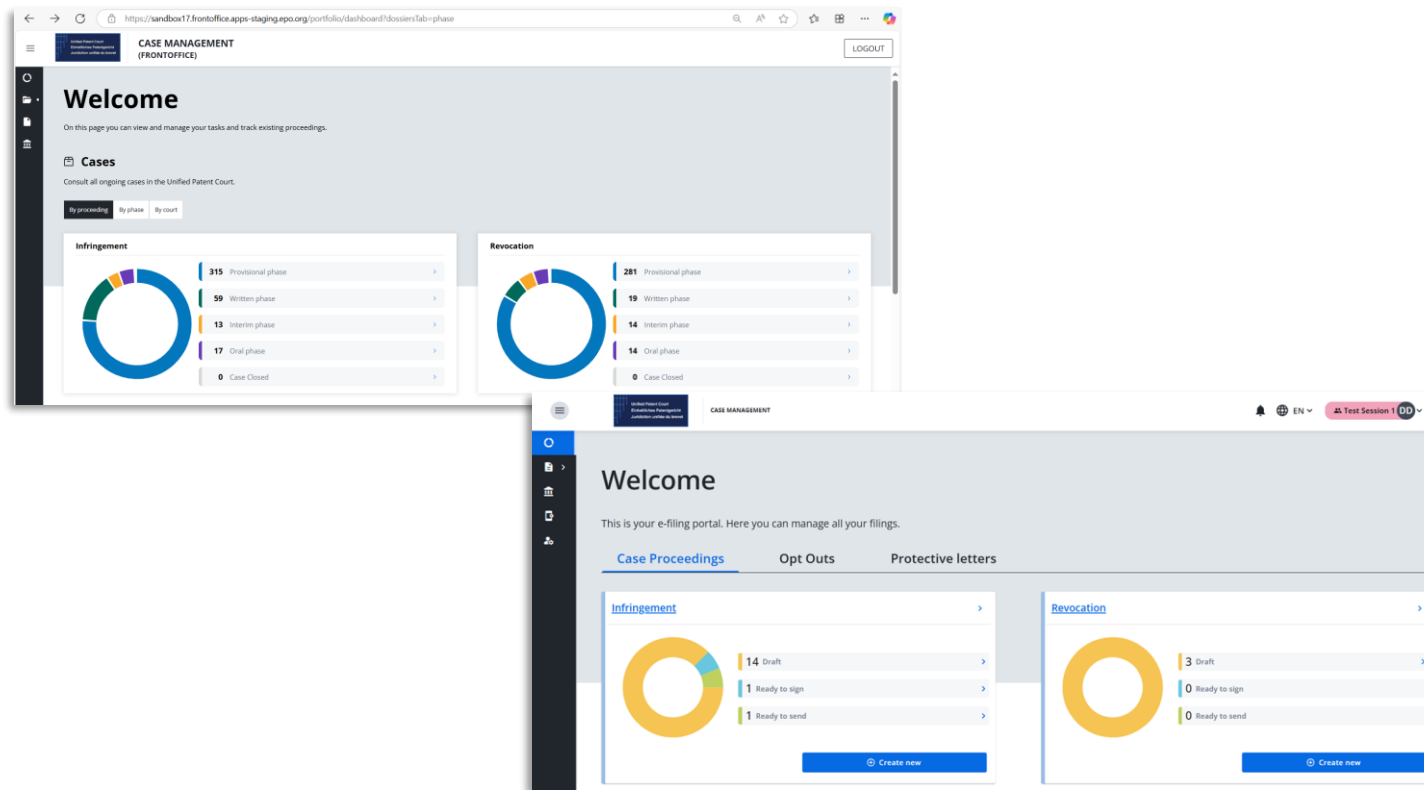
Submit



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.

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



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Thank you for your attention!
