COMMERCE & INTELLECTUAL PROPERTY OFFICE

EFILER GUIDE TO REGISTERING AN ACCOUNT FOR A LAW FIRM

A STEP-BY-STEP GUIDE

Getting Started

Register as an E-Filer

To be able to submit applications online you need to register in the system and access web site functionality under your personal user account. An account can be created for a representative of a law firm that is already registered in the system.

IMPORTANT NOTICE

To proceed with submitting applications, you must first complete your personal profile information.

How to Create E-Filer Account

1. Go to www.cipo.gov.vc and select **Register Now** to access the online tool or go to e-Portal, https://ecipo.gov.vc/efiler.

2. **On the E-services homepage,** click the "Log In" button at the top right corner of the screen. First-time applicants must register by clicking on Sign Up.

3. Provide fields of the form with the appropriate information as follows:

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St. Vincent & the Grenadines
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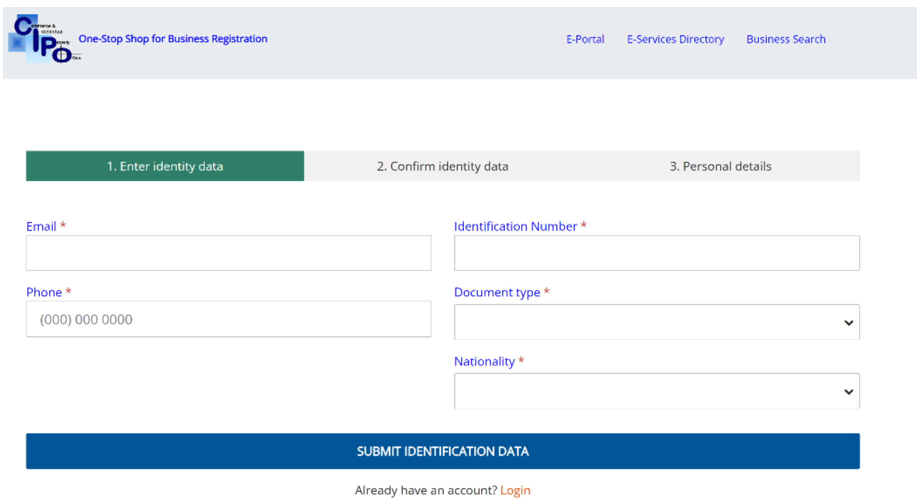
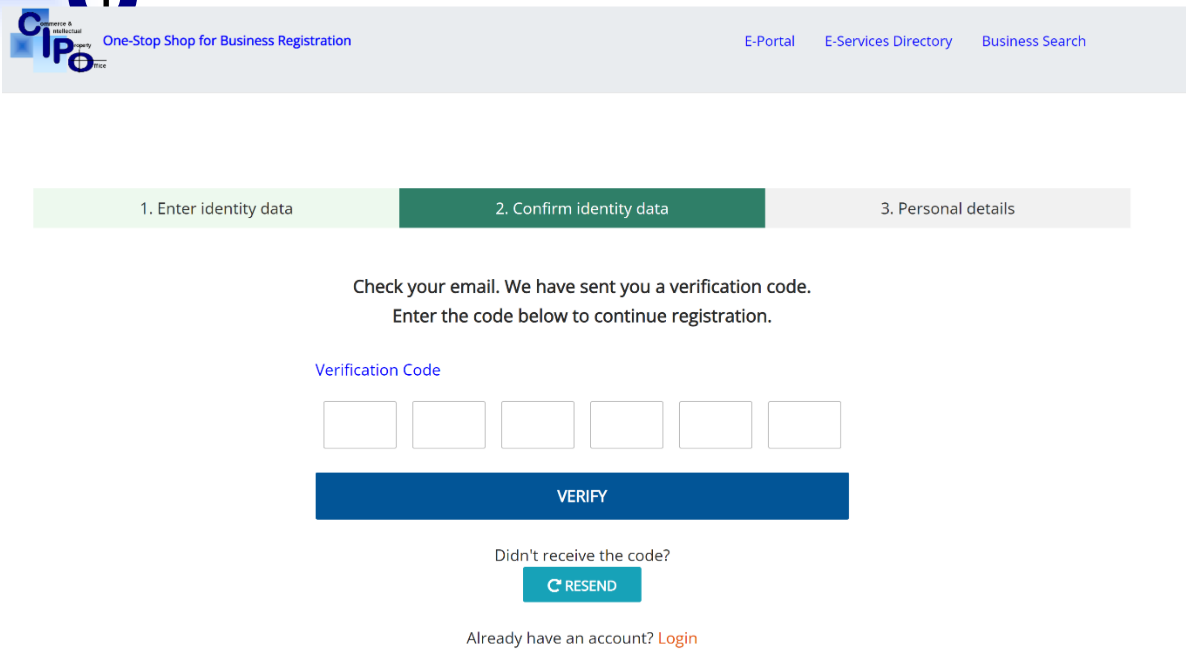
Email: ciposvg@vincysurf.com
Website: www.gov.vc/govt/cipo.index.asp

a. **Email** must be unique and valid because the account confirmation link will be sent to it.
b. **Phone number** must include country code. Eg. (784)
c. **Identification number** must reflect the information on the document provided.
d. Select the applicant's **nationality** from the drop-down menu.
e. Click "**Submit Identification Data**"



Access the email account you have provided during registration. Locate emails from noreply.cipo@gov.vc to confirm and activate your account. If this email is not in your Inbox, it may be in your Junk or SPAM folder. Receive the **"Confirm your account"** message that has been sent to you and enter the One Time Password (OTP) on the "Confirm identity data" page. Click Verify to activate the account.



Provide fields of the form with the appropriate information as follows:

User Information must be provided

a. Select the **type of representative** you are registering the account as. This is a Law Firm.

   i. Select the type of law firm you are a representative of. This is provided by a drop-down menu.

Note: Only firms who have been approved by the Registry will appear in the drop-down menu.

b. **Password** must contain at least one special symbol (# _ *, etc.). Password is sensitive for capitalization; please remember the way it has been provided to pass login procedures successfully in future.

c. **Confirm Password** must absolutely match value you have provided for Password field. Otherwise, error message will display.

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Residential & Postal Address must be provided. Select "Same as Residential" if residential address is also your postal address.

Select **"I have agreed to the terms"** option button to confirm that you agree with terms and conditions of web site usage.

Click the **"Register"** button. If all required registration instructions have been respected and registration process has been passed correctly, an informative message about successful account creation will be displayed to you.

After you have successfully created and activated an account, you need to log in the system to start your work. Otherwise, access to system functionality will be denied.

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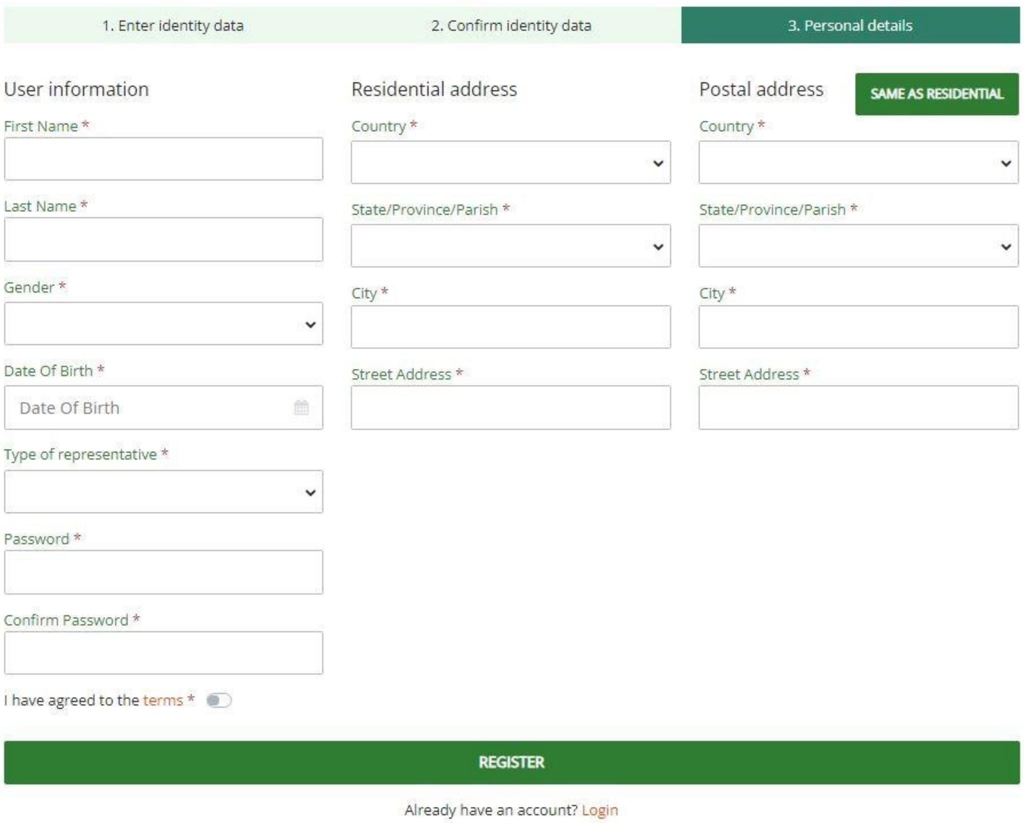
1. Enter identity data | 2. Confirm identity data | 3. Personal details

User information

First Name *

Last Name *

Gender *

Date Of Birth *

Date Of Birth

Type of representative *

Password *

Confirm Password *

I have agreed to the terms *

Residential address

Country *

State/Province/Parish *

City *

Street Address *

Postal address SAME AS RESIDENTIAL

Country *

State/Province/Parish *

City *

Street Address *

REGISTER

Already have an account? Login

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How to Log in the System

To log in the system, use your Username (Email) and Password that you have chosen during the registration procedure.

1. Go to e-Portal, https://ecipo.gov.vc/efiler .

2. In the right top corner of the page click "Login".

3. Secure that Login form displays as shown below (see Figure 2).

4. Enter your Username (Email) and Password into corresponding fields. Make sure that you enter your credentials in the way they were provided during the registration. Password field is sensitive for capitalization.

5. Select "Keep me signed in" checkbox if you want the system to remember your credentials for the next login.

6. Click "Login" button.

If you have forgotten your username or password use "Forgot password?" link situated under the authentication fields.

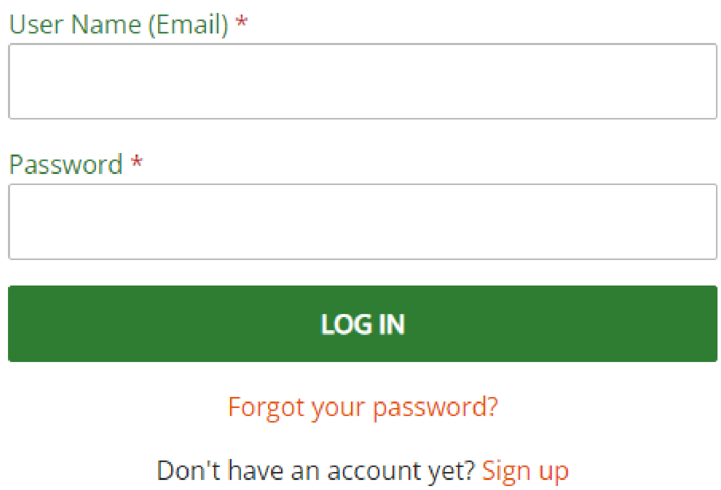

Figure 2 Secure Login Form

Manage User Accounts for Law Firms in Workplace

After logging into the system with your account credentials, you can access your personal Accounts Manager Workplace page. To open it, click User Management in the top right corner of the web site page. As you can see at Figure 3 below, the Workplace page provides access to user accounts within your firm. Information is organized as follows:

Users display in folder that corresponds to account status at the given moment.

- **New Members** folder displays account records that have just been created but not yet activated.

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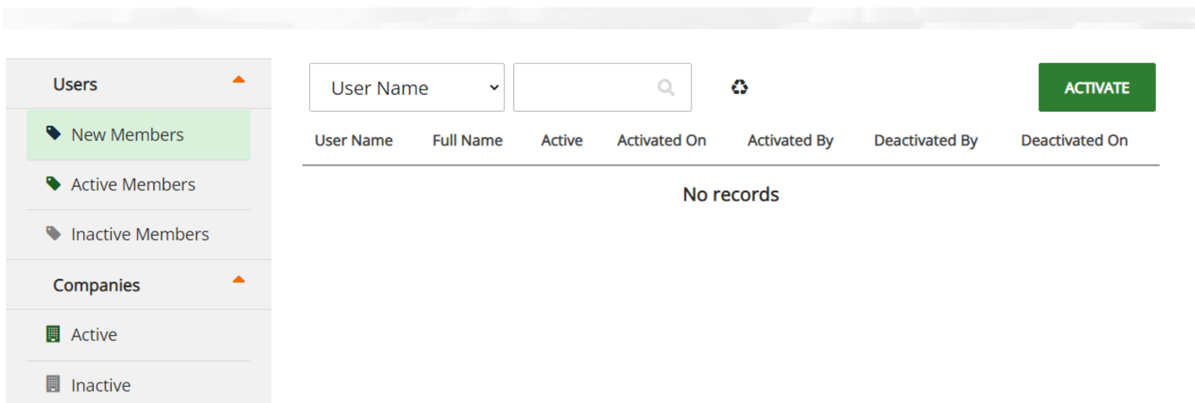
- **Active Members** folder displays account records of users that are allowed to submit applications as firm representatives.

- **Inactive Members** folder displays account records of users that are locked and not able to act within the system.

Companies are categorized by their status **"Active"** or **"Inactive"**. To view Entity record, you need to click one of the folders (Active or Inactive) depending on its status.



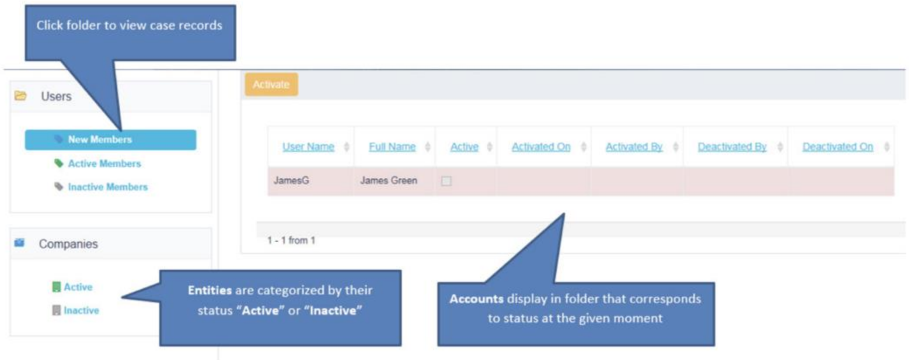


Figure 3 Firm management Workplace – Accounts Management

How to Activate an Account for a Firm

After a user has created an account as a member of your firm, you need to activate it from your workplace. To activate a new member account, please do the following:

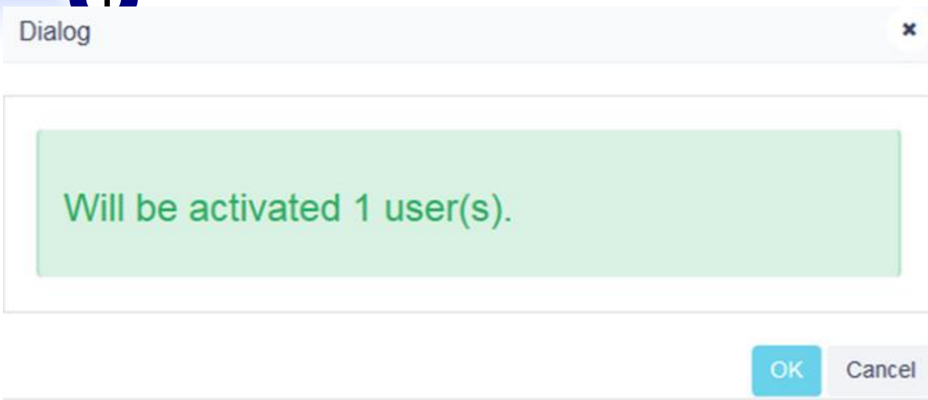
1. Login to the web site.

2. At the right top of the web site page click **Username** → **User Management.**

3. At the left, click **New Members** folder.

4. Select the appropriate account record(s) and click Activate button above the list.

5. Click OK in the popped-up dialog window to confirm your decision.



How to Deactivate an Account for a Firm

If you need to de-activate account of a member of your firm, do the following:

1. Login to the web site.

2. At the right top of the web site page click Username → User Management.

3. At the left, click Active Members folder.

4. Select the appropriate account record(s) and click De-activate button above the list.

5. Click OK in the popped-up dialog window to confirm your decision.

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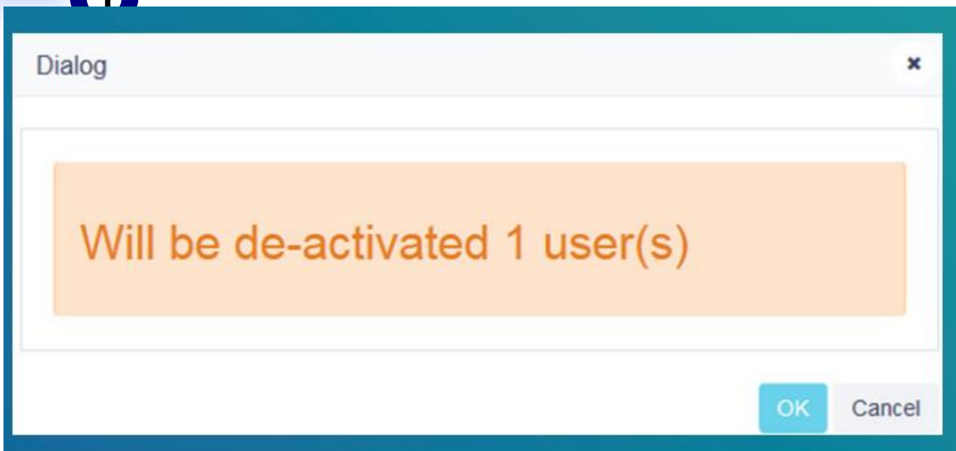

Figure 5 Confirmation of the Account Deactivation

How to Logout of the System

Once you are done with your work in the system it is recommended to logout. In this way you will protect your workplace from unauthorized access. To log out, click your Username at the top right corner of the page and choose "Logout".