# Navigate My Account screen

This guide includes instructions on how to navigate to the:

• **My Account** screen in the CMS Portal

• **Filings** tab and view and download documents

• **Profile** tab to make changes to your user profile

• **Payments** tab to view payments

• **Cart** tab to view/action undelivered documents (if applicable)

| Step | Action | | | | Result | |
| --- | --- | --- | --- | --- | --- | --- |
|  | Log into the CMS Portal | | | | The **CMS Portal Home** screen displays:  The Home screen displaying available jurisdictions: Magistrates Court of Victoria and available options: File on One of My Cases, My Account and Organisation Administration. | |
|  | Click: **My Account**  My Account button | | | | The **My Account** screen displays and defaults to the **Filings** tab:  A screenshot of the Filings tab within the My Account screen and the Search button. | |
|  | The **Filings** tab displays: | | | | | |
|  | Click **View** for filing information:  View button | | | | The **Case Summary** screen displays:  Screenshot of the Case Summary screen | |
|  | Download Document iconClick the **Download Document** icon for further case information. | | | |  | |
|  | Click: **Profile** tab  Profile tab | | | | In the **Profile** tab, you can add or change your:   * Personal Information * Email address * Password   A screenshot of the Profile tab, with a Personal Information button, the E-mail address and Confirm e-mail address fields. | |
|  | Click: **Drafts** tab  Drafts tab | | | | The Drafts tab displays with Saved Drafts. As there are no drafts, a message displays, No case found. The **Drafts** tab displays: | |
|  | | | | **Note**: This page indicates any saved filings that have NOT been filed. | | |
|  | Click: **Cases** tab  Cases tab | | | | The Cases screen displays:  The Cases tab displays with Search Case fields highlighted: Case Number, Case Name, First Name and Last Name. | |
|  | | | **Hint**: This page enables you to search by numerous filter options. The result of your search appears at the bottom of the page. | | | |
|  | | | **Note**: A list of cases your CMS Portal account has access to only display. Click the Case Number to access the case, or a link in the Actions column to file on the case.  A screenshot of a case with the ACTION column highlighted. | | | |
|  | Click: **Cart** tab to view information on undelivered documents:  Cart tab | | | | The **Cart** screen displays:  The Cart tab displays with an item that requires payment, and the Submit Payment button. | |
|  | To delete or view documents, tick the box next to the document. | | | | The Cart tab within the My Account screen displays, with the tick box for a specific case highlighted | |
|  | Tick box iconTo submit payment for a document/s tick the box next to the document/s and click the Submit Payment button.  Submit Payment button | | | | The **Process Payment** screen displays:  The Process Payment screen displays with Filing Information, Payment Options, and Continue and Back buttons. | |
|  | Click: **Payments** tab to view payment information  Payments tab | | | | The Payments page displays:  Payments tab within the My Account screen displaying a list of payments made. | |
|  | | | **Note**: On this page, you can view:   * Payment date * Amount | | | * Filings * Card number (only the last four digits) |
|  | Click: **Payment Profile** tab  Payment Profile tab | | | | The Payment Profile page displays:  Payment Profile tab with an Add New button. | |
|  | | Add New button**Note**: On this page, you can add credit card payment method details by clicking the +Add new button. | | | | |
|  | **Admin User Profile Only**  Click: **Organisation Payment Profile** tab  Organisation Payment Profile tab. | | | | The Organisation Accounts page displays:  Add new button for an Organisation Account and a Disable button for an Existing Account. | |
|  | | | Add New button**Note**: On this page, you can add credit card payment method details by clicking the **+Add new** button. | | | |
|  | | | Tick box iconDisable buttonYou can disable Existing Accounts by ticking the account number and clicking the **Disable** button | | | |