# Resend account invitation email

Resend CMS Portal account invitation email to a user in your organisation.

Account activation emails are only able to be re-sent to users who have **not** previously activated their CMS Portal account.

| Step | Action | Result |
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|  | Log in to the **CMS Portal** | The **CMS Portal** home screen displays:The Home screen displaying available jurisdiction: Magistrates Court of Victoria and available options: File on One of My Cases, My Account and Organisation Administration. |
|  | Click: **Organisation Administration**Organisation Administration button | The **Organisation Administration** screen displays:The Organisation Administration screen displaying available options: Manage Users, Resend Account Invitation Email and Filings Report.  |
|  | Click: **Resend Account Invitation Email**Resend Account Invitation Email link | The **Resend User Activation Email** screen displays:Resend User Activation Email screen displays with User Email Address field and Search button.  |
|  | Complete the required panels and fields: Fields marked with a red asterisk \* are mandatory.

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| PANEL: Resend User Activation Email |
| In this field … | Provide this information … |
| User Email Address | Type the email address of the User. |

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|  | **Note**:An error message will display if the User is not from your organisation or has previously activated their account. |
|  | Click: **Search****Search button** | A confirmation status message displays **Inactive**:Search result shows with user's name, email. inactive status, law firm name, and Send and Clear buttons.  |
|  | Click: **Send****Send button** | A confirmation message displays:Confirmation message showing that further instructions have been sent. |
| Note icon | **Note**: The user is sent an email notifying them of the account creation, which contains a link the user needs to click to activate their account: Screenshot of account creation confirmation email. |