



GUIDE FOR EXTERNAL USERS

Guide to Accessing and Using the CCMS for Experts

August 2026

Please note:

Please note that this guide **is subject to change** over the coming weeks as ongoing developments are still running on the CCMS.

However, this guide will enable you to understand how to navigate and manage your cases within the CCMS in its current state.

We thank you for your understanding.

How to access and use the CCMS as an Expert

Accepting the nomination

After the parties agree on the appointment of the Expert, the Patent Mediation and Arbitration Centre (PMAC) will contact the proposed Expert regarding any conflicts of interest and the obligation to disclose any circumstances that may give rise to doubts about their impartiality or independence.

The proposed Expert will be contacted by PMAC via email, with any relevant documents shared via a Tresorit link.

Subject: Test email TRESORIT

Dear xxxx,

Please note that you have been proposed as an expert in an expert determination case administered by the Patent Mediation and Arbitration Centre (PMAC).

Kindly inform us on:

- **conflicts of interest** (i.e. that you have not previously advised or represented any of the parties on legal issues related to the dispute, unless all parties have provided their informed written consent), and
- **your duty of disclosure** (i.e. any circumstances that could give rise to justifiable doubts as to your impartiality or independence), based on the Article 10 of the Expert Determination Rules.

We kindly ask you to review the documents available via the following Tresorit link: https://web.tresorit.com/l/B8nxP#BAVHS3mBZM1_3-m5PIWjzQ

Kind regards,
Case Manager

How to access and use the CCMS as an Expert

Access to case

The Expert needs to accept the appointment by email to PMAC.

After acceptance, the Expert can access the case by logging into their CCMS Front Office or, if using the system for the first time, by registering (<https://cms.pmac-upc.org>).

Sign in to your account

neutral-user-1

[Forgot Password?](#)

Sign in with username

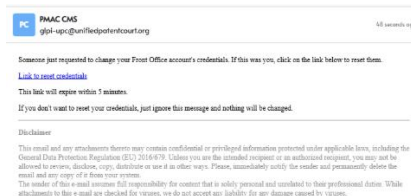
New user? [Register](#)

How to access and use the CCMS as an Expert

Access to case

If you log in to the CCMS for the 1st time :

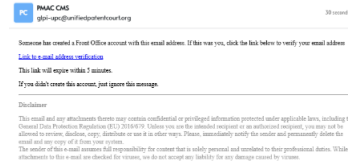
1. Use the following link to connect to the CCMS Front Office :
<https://cms.pmac-upc.org/>
2. Click on "Sign in with username"
3. Click on "Forgot Password?"
4. Enter the email address **which you provided for your registration to the PMAC** and click "Submit"
5. You will receive an email to set up your password. Click on "Link to reset credentials".



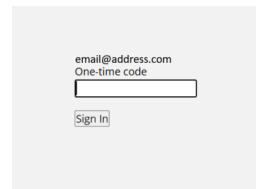
6. Set up your Mobile Authenticator



7. You will receive an email to verify your email address. Please click on "Link to e-mail address verification"



8. You now have access to the CCMS (Front Office). Next time you log in to the CCMS, you will have to provide the One-time code from your Mobile Authenticator application.



9. Use the following link to go to your **CCMS Portfolio** (<https://cms.pmac-upc.org/portfolio>)

How to access and use the CCMS as an Expert

Access to case

If you have already logged in to the CCMS :

1. Use the following link to connect to the CCMS Front Office :
<https://cms.pmac-upc.org/>
2. Click on "Sign in with username"
3. Sign in with your email address and password
4. Provide your One-time code from your Mobile Authenticator application to access the CCMS



email@address.com
One-time code

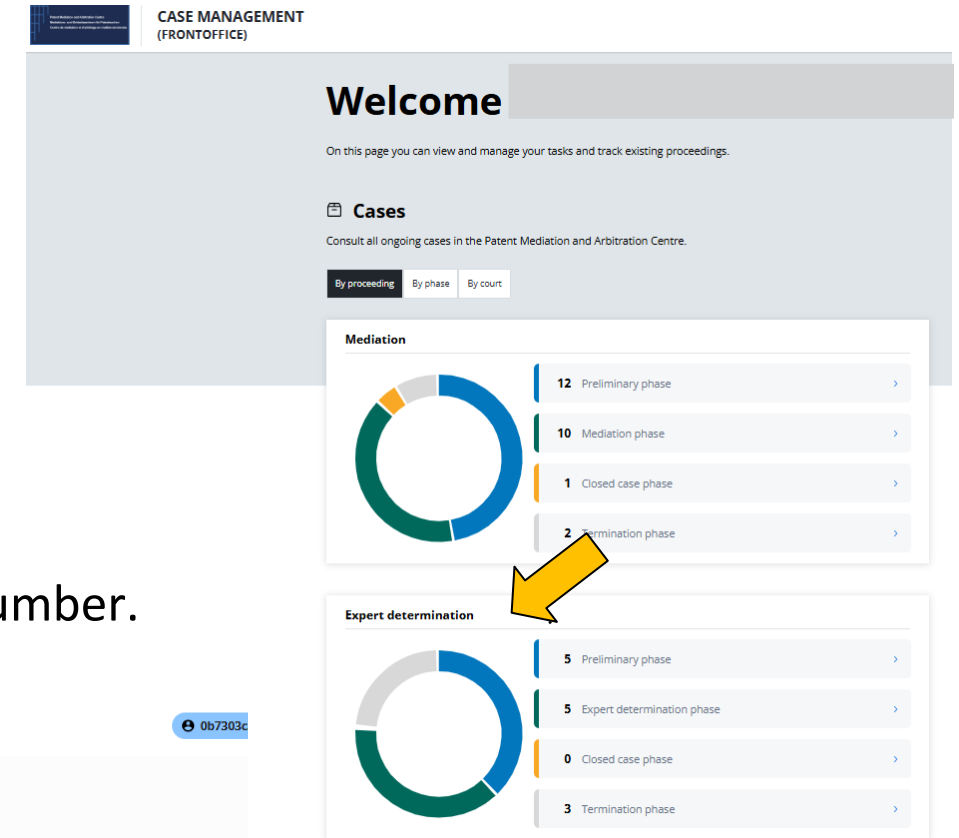
5. Use the following link to go to your **CCMS Portfolio** (<https://cms.pmac-upc.org/portfolio>)

How to access and use the CCMS as an Expert

Access to case

After having clicked “Expert Determination” in your Portfolio, you will see an overview of all Expert Determination Proceedings that you have been appointed to.

To review the case, click on the “eye icon” or click on the case number.



CASE MANAGEMENT (FRONTOFFICE)

Cases

This is your portfolio portal. Here you can manage all your cases and filings.

Cases (5)

Delete Change

	Case number	Patent number(s)	Latest activity	Modified at	Phase	Status
☐	PMAC-ED-0000061/2026	EP1234567	-	02-07-2026	Expert determination	Expert determination phase in p...

Yellow arrows point to the 'Filter...' input in the 'Case number' column and the 'eye icon' in the 'Status' column.

How to access and use the CCMS as an Expert

Case Overview

You will now see an overview of the case. If you continue scrolling down or click on the right side you will find the parties, patents, location of proceedings, and referring cases information.

When scrolling down, you see all the information of the case.



Case PMAC-ED-0000061/2026

Expert determination phase in progress

On this page you can view and manage case details.

Activities

- Subsequent filing
- File request
- Termination

Latest activities (16)

16 [View all activities >](#)

Case overview

Case number	PMAC-ED-0000061/2026	Filing language	English
Patent number(s)	EP1234567	Expert determination language	English
Type	Expert determination	Related rights	EU045678
Lodging date	01-07-2026	Applicable law	Swiss
Date of the Determination	-	Estimated value of the case	1,000,000 EUR
		Location of proceedings	Online
		Request basis	Joint request
		Binding / Non-binding	Binding

Referring cases

- Case overview
- Referring cases
- Location of proceedings
- Experts
- Parties
- European patent data
- National patent data
- Activities
- Documents

In the Activities section, you will find all the interaction between the applicant(s) and respondent(s).

How to access and use the CCMS as an Expert

Activities view

Activities

Activities (16)

Group	Recipient	Extra info	User	Date	Status
Filter...	Filter...	Filter...	Filter...	dd-MM-yyyy	Filter...
Party activity	System	Expert added: User1 Neutral		02-07-2026 10:51	Completed
Change phase	System	Activity: Open Expert determination phase		02-07-2026 10:50	Completed
Subsequent filing	System	Procedure: Response to Expert determination		02-07-2026 10:49	Check compl...
Party activity	System	Respondent representative added: Karin Seljak		02-07-2026 06:16	Completed
Onboarding related	System	Activity: Access code used		02-07-2026 06:16	Completed
Initial filing	System	Activity: Onboarding completed		02-07-2026 06:14	Onboarding c...
Fee change	System	Fee info: Filing additional value-based fee, A...		01-07-2026 16:39	Completed
Subsequent filing	System	Procedure: Response to Expert determination		01-07-2026 16:39	Received
Party activity	System	Respondent representative added: Eduardo ...		01-07-2026 16:06	Completed
Onboarding related	System	Activity: Access code used		01-07-2026 16:06	Completed

Rows per page 10 Showing 1-10 of 16 results

<< 1 of 2 >>

How to access and use the CCMS as an Expert

Documents section

In the Documents section, you see every document that has been filed so far. If you would like to consult any document submitted by the parties, you can click on the “eye button” on the right side.

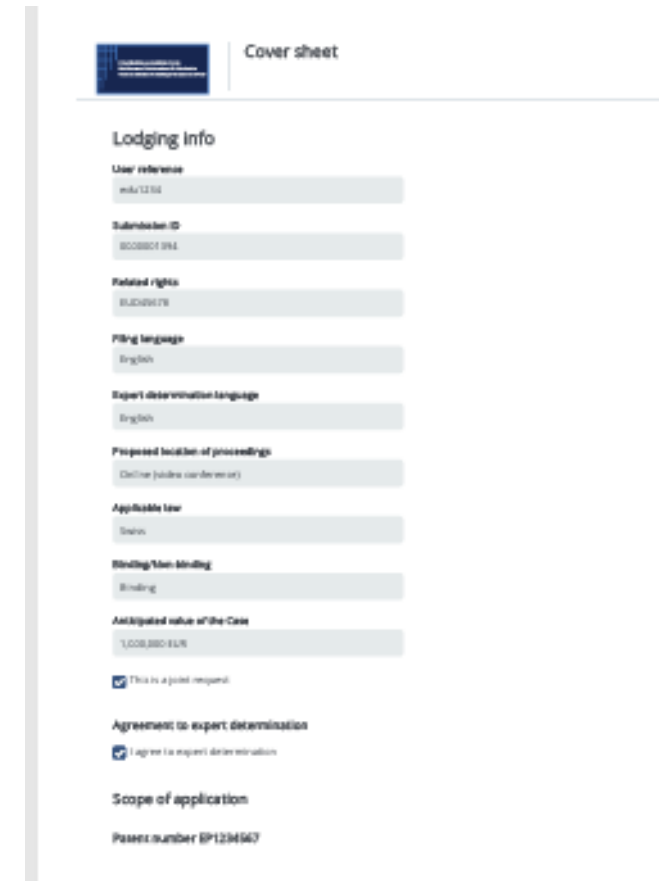
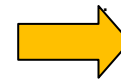
Documents					
Case Documents (22)					
Document type	File name	User	Date	Confidentiality code	
Filter...	Filter...	Filter...	dd-MM-yyyy	Filter...	
Back office action	Change Phase.pdf		02-07-2026	M	👁
Receipt	receipt.pdf		01-07-2026	M	👁
Request	Cover sheet.pdf		01-07-2026	M	👁
Fee	Fee sheet.pdf		01-07-2026	M	👁
Proof of entitlement to fees reduction	Test 4.pdf		01-07-2026	M	👁
Proof of payment	Test 4.pdf		01-07-2026	M	👁
Statement on the determination's bl...	Test 3 - Copy (2).pdf		01-07-2026	M	👁
Proof of authority granted to the re...	Test 2.pdf		01-07-2026	M	👁
Statement to agree on Expert Deter...	Certificate.pdf		01-07-2026	M	👁
Receipt	receipt.pdf		01-07-2026	M	👁
Rows per page	10	Showing 1-10 of 22 results		<< 1 of 3 >>	

How to access and use the CCMS as an Expert Review of the Request and Response

To review the content of the Request for Expert Determination and the Response, and to view all proposals from the Parties, click on the **“Cover Sheet”** documents.



Here you can review the proposals for language, location of proceedings, binding or non-binding, anticipated value of the case, etc.



Cover sheet

Lodging info

User reference
mku1234

Submission ID
800801394

Related rights
EU2009078

Filing language
English

Expert determination language
English

Proposed location of proceedings
Online (public conference)

Applicable law
Swiss

Binding/Non-Binding
Binding

Anticipated value of the Case
1,000,000 EUR

☒ This is a joint request

Agreement to expert determination
☒ I agree to expert determination

Scope of application
Patent number EP1234567

How to access and use the CCMS as an Expert Filings

In order to communicate with parties and/or the Centre (PMAC), you can either use the “Subsequent filing” – Other filings or the “Expert file request”.

To take actions in the proceeding, you can click on the icons.

You can send all the filings that you consider necessary in the case.

Activities

Subsequent filing File request Termination

Case overview

Case number PR-PMAC-ED-0000098/2026

Lodge subsequent filing

PR-PMAC-ED-0000098/2026

Please select the type of filing you want to make in this case.

☐ Accepting the nomination – Article 9 of the ED Rules

☒ Other filing

Cancel Confirm

Activities

Subsequent filing File request Termination

Case overview

Case number PR-PMAC-ED-0000098/2026

Patent number(s)

File request

PR-PMAC-ED-0000098/2026

Please select the type of request you want to make in this case.

☐ Centre

☒ Centre/Parties

Application type

Select application (optional) ▼

Cancel Confirm

How to access and use the CCMS as an Expert Filings

By clicking on the icons “Subsequent filing”, “Expert file request” or the “Termination” button different filings are displayed.

Please select the filing that you consider appropriate and click on the button “confirm”.

Lodge subsequent filing

PMAC-ED-0000061/2026

Please select the type of filing you want to make in this case.

☐ Accepting the nomination – Article 9 of the ED Rules

☐ Other filing

File request

PMAC-ED-0000061/2026

Please select the type of request you want to make in this case.

☒ Centre

☐ Centre/Parties

Application type

Select application (optional)

Termination

PMAC-ED-0000061/2026

Do you want to proceed to make a termination?

How to access and use the CCMS as an Expert Filings

Once the “Subsequent filing”, “Expert file request” or the “Termination” has been selected, please review the information.

At the end of the page a summary is available.

The screenshot displays the 'Request to Centre/Parties' form within the CCMS interface. The page is titled 'CASE MANAGEMENT' and includes a breadcrumb trail: 'File request > Draft submission'. The main heading is 'Request to Centre/Parties', followed by a sub-heading: 'This guide provides basic information about the steps involved to file a file request'. A note states: 'All fields are mandatory except if marked as optional.' The form is divided into sections: 'Basic lodging info' and 'Application (optional)'. The 'Basic lodging info' section contains four input fields: 'User reference' (with value 'edu1234'), 'Submission ID' (with value '0000001404'), 'Case number' (with value 'PMAC-ED-0000061/2026'), and 'Application (optional)' (with value 'Decision on the Language of Expert Dete...'). The 'Application (optional)' section is currently empty. On the right side, there is a sidebar with a 'Preview submission' button and a list of sections: 'Basic lodging info' (checked), 'Parties', 'Attachments', and 'Summary'.

How to access and use the CCMS as an Expert Attachments

At the end, an attachment must be uploaded in which your communication to the Parties, or to the Parties and the Centre, is included as a PDF document.

You may upload multiple documents of one category, e.g. multiple exhibits, at once.

First select type of document, then select multiple documents from your database or drag and drop them. Now click “confirm upload”.

Repeat this step as often as needed. Make sure to upload a separate document listing all mandatory documents uploaded.

Attachments

Type of document

--Select an option--

Decision on the Language

Other documents

[Check here for a list of technical parameters for PDF upload](#)

or

How to access and use the CCMS as an Expert

Attachments

If you wish to upload documents that are not among the mandatory documents, please select the category “Other document”.

Attachments

Type of document
Other document

☐ Highly confidential



Upload file

or



Drag and drop to upload files

How to access and use the CCMS as an Expert Attachments

If the document is confidential (i.e. the document is restricted to PMAC Case Managers), tick the box “Highly confidential”. Please note that some documentation is mandatory.

Confirm the upload by clicking on the blue button and continue to upload the next document.

The screenshot displays the 'Attachments' section of the CCMS interface. At the top, there is a dropdown menu for 'Type of document' with 'File request' selected. Below this is a checkbox labeled 'Highly confidential' which is checked; a yellow arrow points to this checkbox. Underneath the checkbox is a link that reads 'Check here for a list of technical parameters for PDF upload'. A dashed box contains an 'Upload file' button and the text 'or Drag and drop to upload files'. To the right of this box are two buttons: 'Delete all' and 'Confirm upload'. A yellow arrow points to the 'Confirm upload' button. At the bottom, a list of attachments shows 'OTHER 1.pdf' with a size of '13.42 KB' and icons for viewing, uploading, and deleting.

How to access and use the CCMS as an Expert

Preview

You should now have filled in all relevant data. On the right-hand side of the screen, you can easily see whether every section of your draft is complete. The green symbol next to each section indicates that it is.

You can now click “Preview submission” to review your draft. The green tick on the right-hand side indicates that all required documentation is attached to the response.

 Preview submission

	Basic lodging info	
	Parties	
	Attachments	
	Summary	

How to access and use the CCMS as an Expert

Summary

When you have uploaded all attachments, you can review the list of documents and make sure it is complete. Before submitting your filing, you will get another opportunity to review your documents.

Summary

Basic lodging info

User reference

Submission ID: 0000001404

Parties

Applicant: PMAC Lisbon Arbitratio...

Applicant's representative

Respondent

Respondent's representative

Attachments

User documents

Decision on the Language

Cover sheet

Lodging info

User reference

Submission ID: 0000001404

Case number: PMAC-ED-000061/2026

Application: Decision on the Language of Expert Determination (Article 13 of the ED Rules)

Documents

Document type	File name	Notes
Decision on the Language	Certificate - Copy.pdf	

System generated documents

System document	File name
Request	Cover sheet.pdf

Signature(s)

Data not entered

How to access and use the CCMS as an Expert Signature

Click on “Add signature” to begin.

Then add a place of signature and select the type of signature you want to add.

Then add your signature and click “Confirm signature”. Then click “Submit signature and send”.

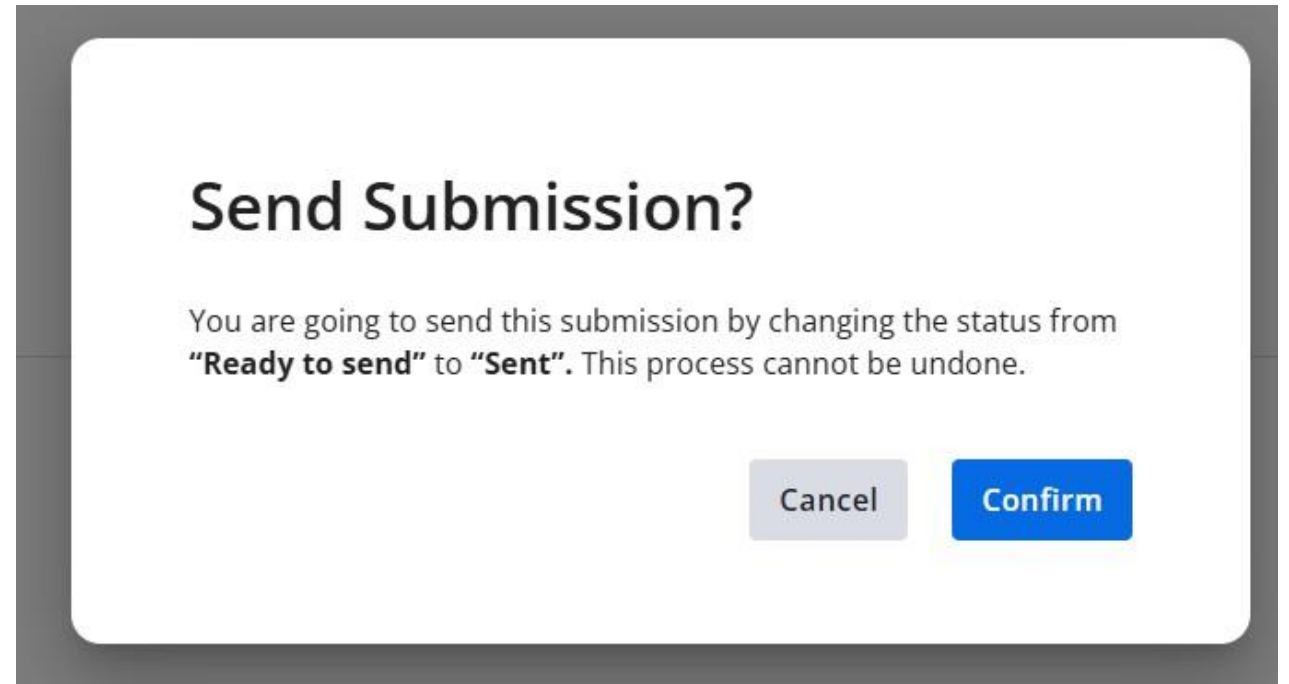
The screenshot shows the 'Signature' form in the CCMS. It includes the following elements:

- Signature (0)**: A header indicating the number of signatures added.
- + Add signature**: A button to start adding a signature, indicated by a yellow arrow.
- Signature information**: A section containing:
 - Capacity**: A text input field labeled 'Capacity (Optional)'.
 - Signature**: A text input field labeled 'Place of signature (Country/City) (Optional)'.
- Select type of signature**: A section with two radio buttons:
 - Alphabetical**: Selected by default, indicated by a yellow arrow.
 - Facsimile**: An unselected option.
- Signature**: A text input field containing 'TEST'.
- Buttons**: At the bottom right, there are three buttons: 'Cancel', 'Confirm signature' (indicated by a yellow arrow), and 'Submit signature and send' (indicated by a yellow arrow).
- Footer**: At the very bottom, there are three buttons: 'Save & close', 'Sign and close', and 'Submit signature and send'.

How to access and use the CCMS as an Expert

Signed submission

To send your submission, click
“Confirm”.



You will now be redirected to your Front Office, where the status of your submission should appear as “Sent”. If this is not the case, please refresh your screen.

Expert determination

On this page you can create and manage expert determination filings.

Request for expert determination [Subsequent actions](#)

Filters

☐ User reference ⇅	Submission ID ⇅	Case number ⇅	Activity/Filing ⇅	Last modif. ⇅	Status ⇅ ?	Actions	More
	0000001404	PMAC-ED-0000061/2026	File request	02/07/2026	Sent	  	

How to access and use the CCMS as an Expert

Overview

In the Activities section of the case, you can see that your submission is visible. The attached document(s) are also listed in the Documents section.

In this way, the Parties and/or the Centre will be able to view your latest activities.

Activities

Activities (17)						
Group	Recipient	Extra info	User	Date	Status	
Filter...	Filter...	Filter...	Filter...	dd-MM-yyyy	Filter...	
File request	Centre/Parties	Application: Decision on the Language of Ex...	UN User1 Neutral	02-07-2026 12:25	Received	



Patent Mediation and Arbitration Centre
Mediations- und Schiedszentrum für Patentsachen
Centre de médiation et d'arbitrage en matière de brevets

Thank you for your attention!
