

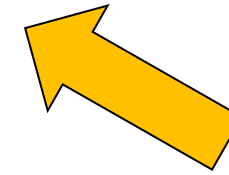
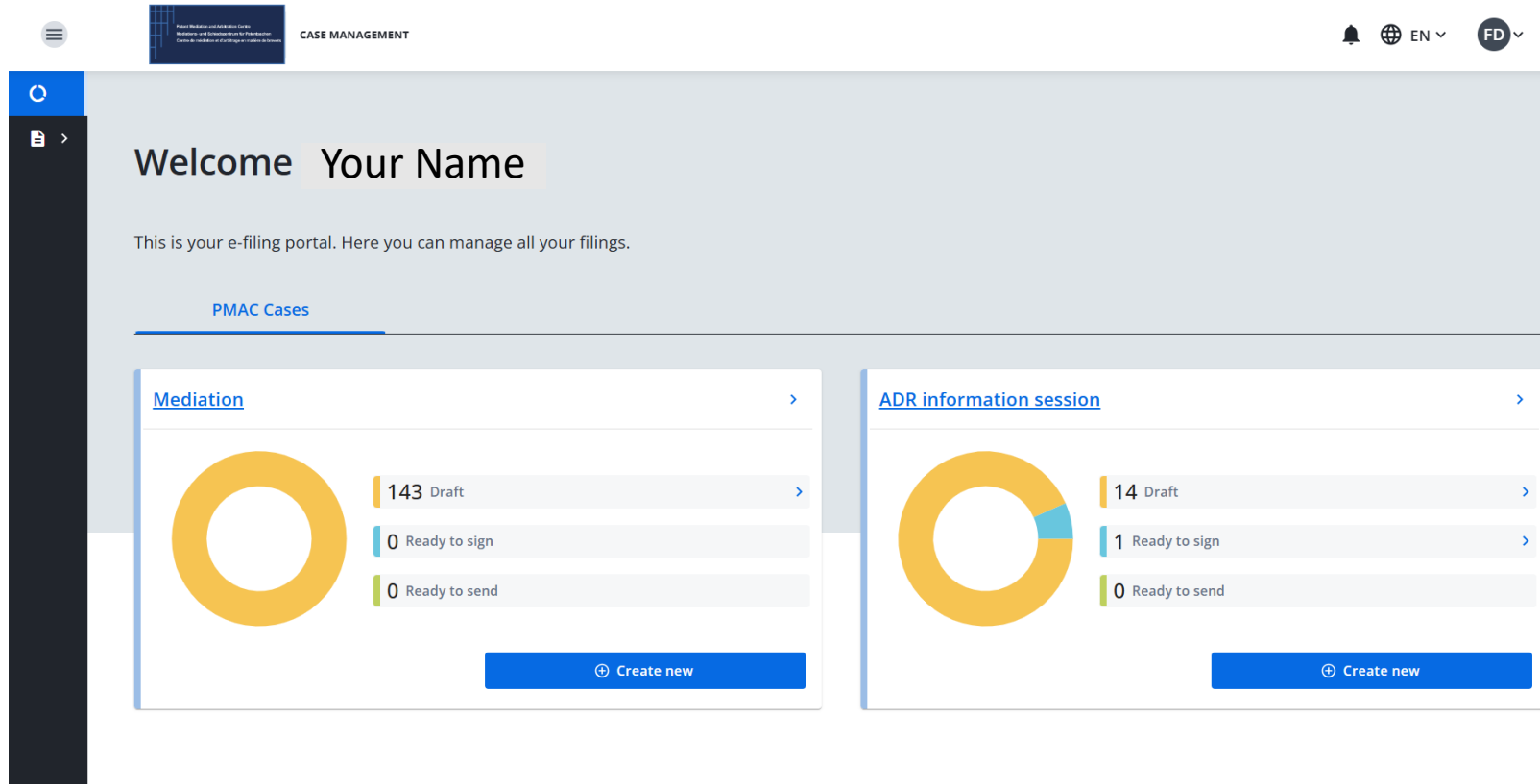
CCMS Guide

How to create an organisation

August 2026

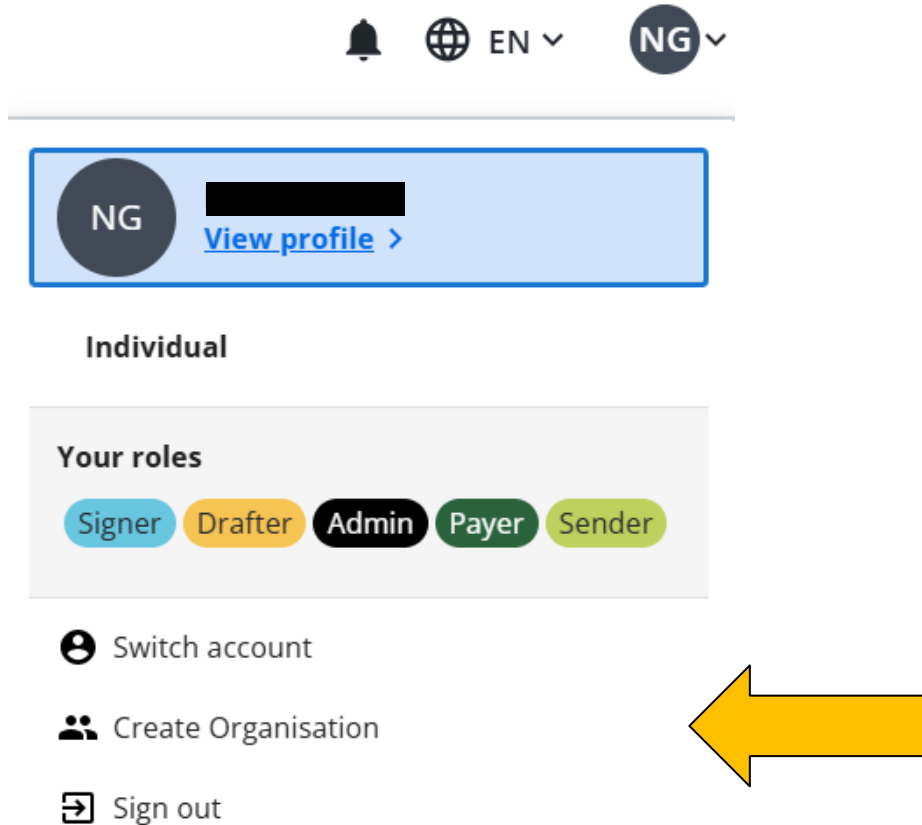
How to create an organisation

When logging into your Front Office CCMS account (<https://cms.pmac-upc.org>), you will have the following overview page:



Click on the symbol with your initials and expand it.

How to create an organisation



At first, you are logged in with your individual account. You can now create your organisation so you will be able to work on cases together with your colleagues. To start, click on “Create organisation”.

How to create an organisation

New organisation

On this page you can create a new organisation. You can later edit this information in the organisation page.

Organisation information

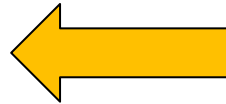
Organisation information
TestOrganisation1

Description
Description: Test

Choose accent colour

This colour will be used to display your organisation name on the navigation bar.

☒ ☐ ☐ ☐ ☐ ☐



Under “Organisation information”, you can add the name you wish to give to your organisation. Then, add a short description.

As an option, you can choose an accent colour to appear in your navigation bar.

When finished, click “Create Organisation” in the bottom right corner.

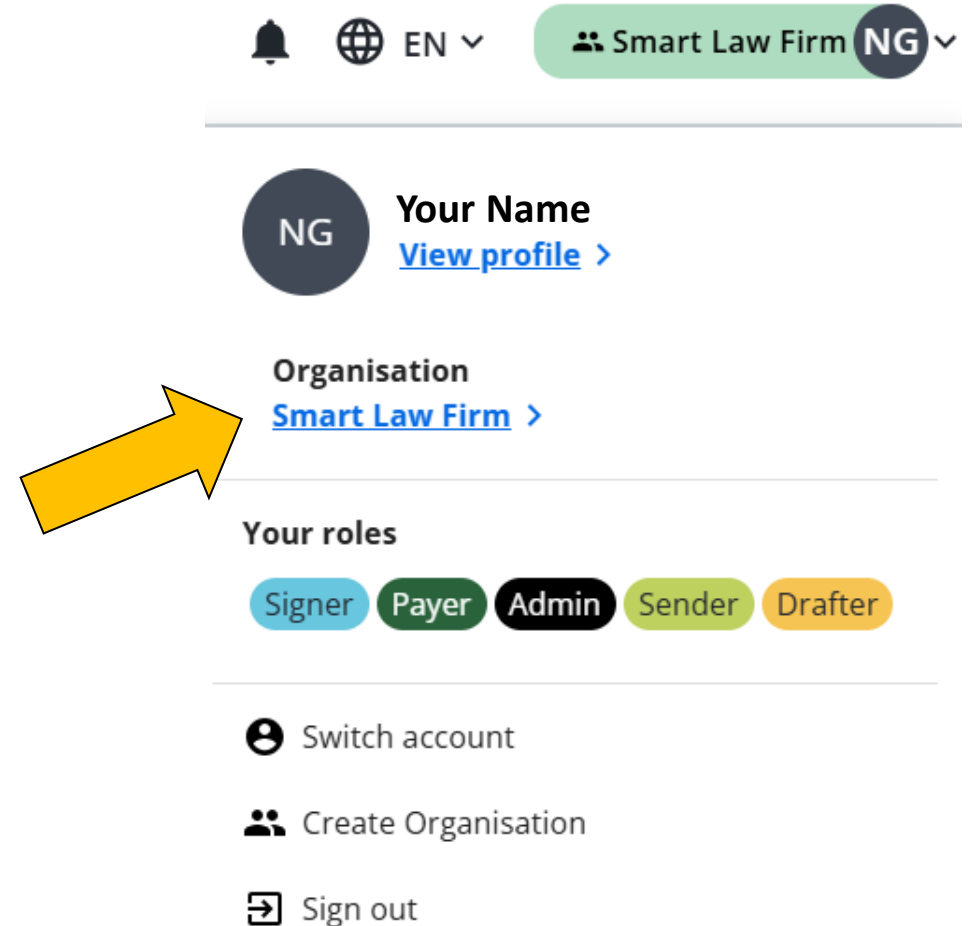
Once the organisation is created, you can invite members to your organisation.

Important: Please ensure that the members you add are authorised to perform activities in the case and are authorised to carry out the responsibilities associated with the roles assigned to them (for example, where a role includes filing and signing submissions, the member must be authorised to perform those actions).

To do so click on the name of your organisation as pictured on the right.

How to create an organisation

Manage your organisation



How to create an organisation

Manage your organisation

You will now see an overview of your organisation with you as the only member so far.

My organisation

Smart Law Firm

Admin

 **Your Name**

Collaboration on Cases

[Members](#) [Manage invitations](#)

Invite Members

Filters

Name	Email	Roles	Edit	Remove	View
 [Redacted]	[Redacted]	Sender Signer Payer Admin Drafter			

Rows per page 10 Showing 1-1 of 1 results

1 of 1

Edit Organisation

How to create an organisation

Invite Members

Now you can invite colleagues to your organisation. You can assign roles to them when issuing the invitation.

Please note: If you invite multiple people at once, they will all have the same roles. If this is not desired, you can either invite them individually or edit their roles later in the same way that you were able to edit yours in the previous step.

You need to enter the complete email address of the members and click “Enter” on your keyboard. You can then select the required roles then click on "Confirm".

Invite members

To invite members to join your organization in Front Office, please enter their email address and click enter. Please note that when adding multiple users, they will have the same roles.

Roles

- ☐ Drafter
- ☐ Signer
- ☐ Sender
- ☐ Payer
- ☐ Admin

Cancel

Confirm

How to create an organisation

Invite Members

After you have invited team members, you will find them under “Manage invitations”. As long as their invitation is still pending, you can resend or remove the invitation. Once they have accepted, you can edit their information under “Members”, provided you have admin rights.

My organisation

Smart Law Firm

Admin

 **Your Name**

Collaboration on Cases

[Members](#) [Manage invitations](#)

[Invite Members](#)

Filters

☐ Email ↕	Name ↕	Roles	Status ↕	Resend	Remove
☐			Pending		
☐			Pending		

Rows per page 10 Showing 1-2 of 2 results



[Edit Organisation](#)

How to create an organisation

After creating your organisation(s), you can select the desired account you wish to start your filing from.

If you are planning to file sensitive information which should not be accessible to every member of your organisation, you are advised to use your individual account.

[Dashboard](#) > Switch account

Select an account to sign in

0 06b3f75e-14f2-4a7f-ad04-064321ac30f8

Individual account

Sender Signer Payer Admin Drafter

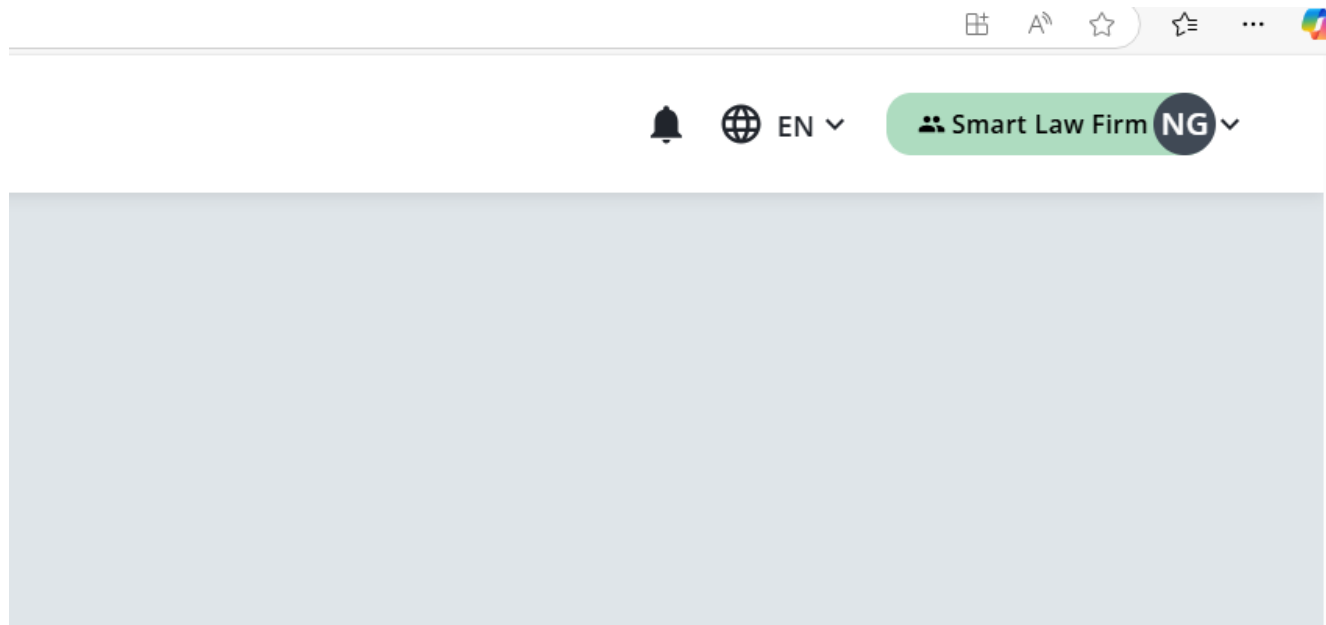
S Smart Law Firm

Organisation account

Sender Signer Payer Admin Drafter

How to create an organisation

After having chosen an account to log in with, you are redirected to your e-filing portal (Front Office). You can see in the top right corner of the page which account you are currently using. **When navigating to your "Portfolio" view, you will view all cases managed by this chosen organisation/account.**



How to create an organisation

Invite External Members



It is very important that you make sure you are using the right account when you are creating a new or working on an existing case. **Whichever action you perform while using an organisation's account, will be visible to all members of that organisation.**

How to create an organisation

Create multiple organisations

Starting from your individual account, you can create multiple organisations as outlined above. Please take care at all times that you are using the desired one for a given filing. **Please note we strongly advise not to create more than 5 organisations.**

[Dashboard](#) > Switch account

Select an account to sign in

0 06b3f75e-14f2-4a7f-ad04-064321ac30f8



Individual account

Sender Signer Payer Admin Drafter

S Smart Law Firm



Organisation account

Sender Signer Payer Admin Drafter

C Case 12345



Organisation account

Sender Signer Payer Admin Drafter

Please note:

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

The upgrade enabling the transfer of cases to organisations will be available soon.

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 create an organisation

Move a case to a different organisation

Please note that it is possible to move a case from one organisation to another **when the case is in "Draft" status** via the functionality described below. A Draft case has not been sent to the Center yet.

To do so, enter your Front Office CCMS account (<https://cms.pmac-upc.org>). Find the Draft case you want to move and click on the three blue dots on the right. Then select "Move to another organization".

On this page you can create and manage statement of claim filings.

[Statement of claim](#) [Subsequent Actions](#)

Filters 2

User reference	Submission ID	Provisional number	Claimant	Defendant	Last modif.	Status	Actions
30	0000010069				30/07/2025	Draft	   
NG1206	0000009497				28/07/2025	Draft	
160725	0000009963				16/07/2025	Draft	

Move to another organization
Clone

How to create an organisation

Move a case to a different organisation

Select the organization you want to move the Draft case to. The dropdown field gives you a selection of all organisation that you have created. Before moving the Draft case, please ascertain that you are a member of the receiving organisation.

Then click on "Transfer".

Transfer submissions

When transferring submissions to other organisations, all the data related to a specific submission will stop being visible to this organisation. You can only transfer submissions to organisations where you are a member.

Select the organisation you wish to transfer this submission to:

Select organization

Cancel

Transfer

How to create an organisation

Move a case to a different organisation

You will then receive confirmation that your Draft case has been moved. You can now see the case when switching to the other organisation account.

✓ **Your submissions was transferred successfully**

You can check on your submission by switching to the other organisation account.

Ok

General remarks:

- Please think about refreshing your page should you not find the same option to move forward with your applications as shown in this presentation.
 - PMAC Website : [*Patent Mediation and Arbitration Centre of the Unified Patent Court \(PMAC\)*](#)
 - CCMS Front Office : [*https://cms.pmac-upc.org*](https://cms.pmac-upc.org)
 - CCMS Portfolio : [*https://cms.pmac-upc.org/portfolio*](https://cms.pmac-upc.org/portfolio)
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