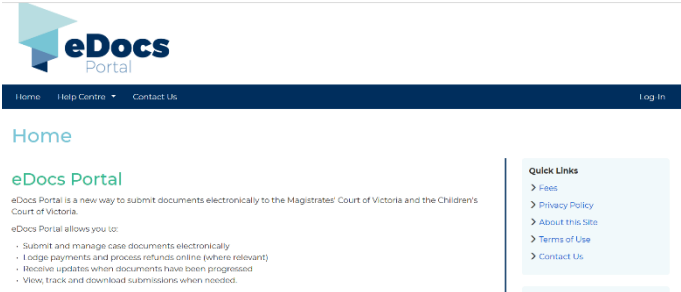
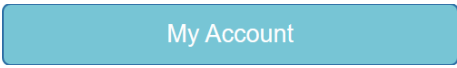
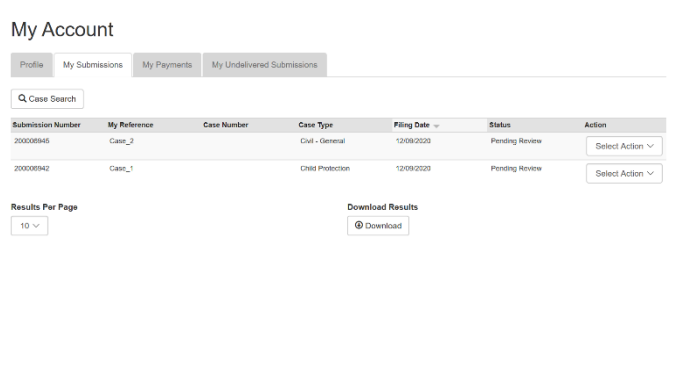


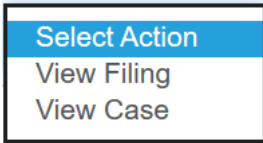
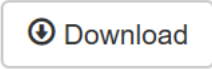
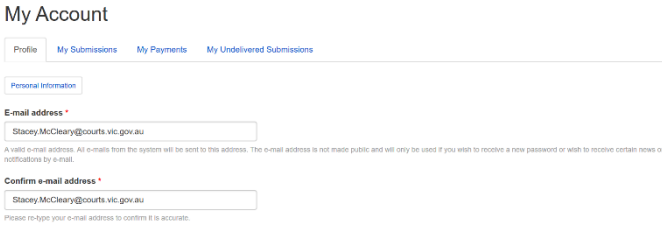
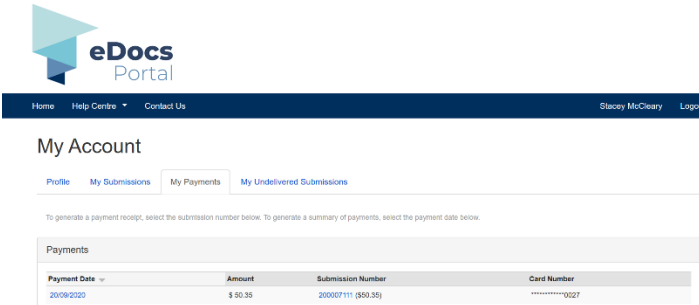
My Account eDocs Portal

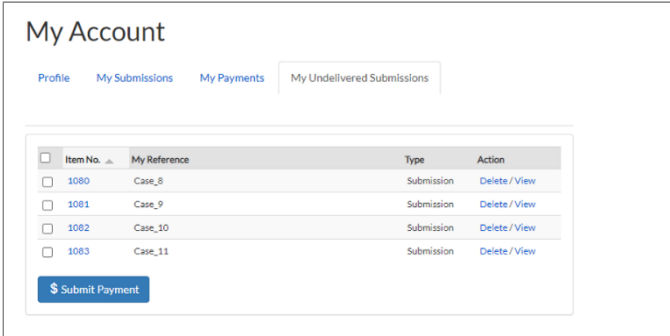
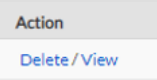
This quick reference guide includes instructions on:

- how to navigate to the My Account page in the eDocs Portal.
- how to navigate to the My Submissions tab and view and download documents
- how to navigate to the Profile tab to make changes to your user profile
- how to navigate to the My Payments tab to view payments (if applicable)
- how to navigate to the My Undelivered Submissions tab to view/action undelivered documents (if applicable).

Please note: References to ‘submission’ on the eDocs Portal, and in related documentation, refers to the process of electronically filing a document through the portal and should not be confused with other definitions related to ‘submission’ in a legal context.

Step	Action	Result
1	Go to: https://edocsportal.courts.vic.gov.au	
2		<p>The Home page will display.</p> 
3	Click My Account button.	 <p>The My Account page is displayed.</p>
4	<p>The My Submissions tab will be displayed including the following information for each document:</p> <ul style="list-style-type: none"> • Submission Number • My Reference • Case Number • Case Type • Filing Date • Status • Action. 	<p>My Account</p> 

Step	Action	Result
5	To view a filing or view a case, select from the Select Action drop down menu.	
6	To download results click the Download button.	
7	<p>Select the Profile tab.</p> <p>From the Profile tab, you can change your:</p> <ul style="list-style-type: none"> • Email address • Password. <p>Please note: If you do not have permission to self-manage your profile, you will not see this tab. For profile changes, contact your Organisation Administrator.</p>	<p>The Profile page will display.</p> 
8	<p>To view payment information, select the My Payments tab.</p> <p>From the My Payments tab, you can view:</p> <ul style="list-style-type: none"> • Payment date • Amount • Submission number • Card number (only the last four digits). <p>Please note: If your organisation is exempt from making payment, you will not see this tab.</p>	<p>The My Payments page will display.</p> 

Step	Action	Result																				
9	<p>To view information on undelivered documents, select the My Undelivered Submissions tab.</p> <p>From the My Undelivered Submissions tab, you can view:</p> <ul style="list-style-type: none"> • Item number • My Reference • Type • Action. <p>Please note: If your organisation is exempt from making payment, you will not see this tab.</p>	<p>The My Undelivered Submissions page will display.</p>  <table border="1"> <thead> <tr> <th>Item No.</th> <th>My Reference</th> <th>Type</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 1080</td> <td>Case_8</td> <td>Submission</td> <td>Delete / View</td> </tr> <tr> <td><input type="checkbox"/> 1081</td> <td>Case_9</td> <td>Submission</td> <td>Delete / View</td> </tr> <tr> <td><input type="checkbox"/> 1082</td> <td>Case_10</td> <td>Submission</td> <td>Delete / View</td> </tr> <tr> <td><input type="checkbox"/> 1083</td> <td>Case_11</td> <td>Submission</td> <td>Delete / View</td> </tr> </tbody> </table>	Item No.	My Reference	Type	Action	<input type="checkbox"/> 1080	Case_8	Submission	Delete / View	<input type="checkbox"/> 1081	Case_9	Submission	Delete / View	<input type="checkbox"/> 1082	Case_10	Submission	Delete / View	<input type="checkbox"/> 1083	Case_11	Submission	Delete / View
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10	To delete or view documents, check the box next to the document and click the delete/view link.																					
11	To submit payment for a document/s check the box next to the document/s and click the Submit Payment button.	