Instructions for using the CIP Portal

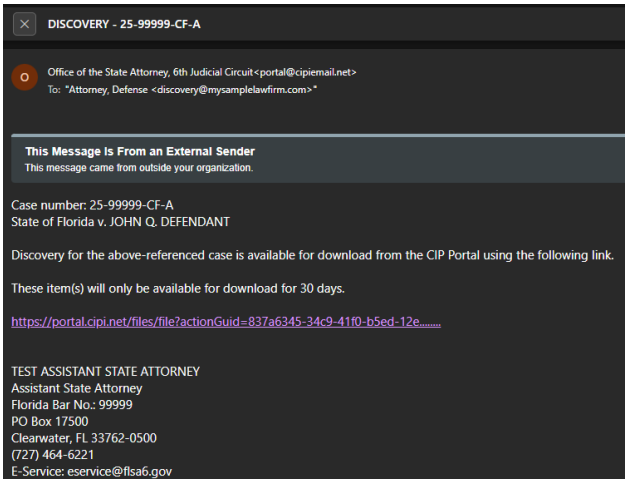
First Time Registration

If this is your first time access the CIP Portal, you will need to create an account.

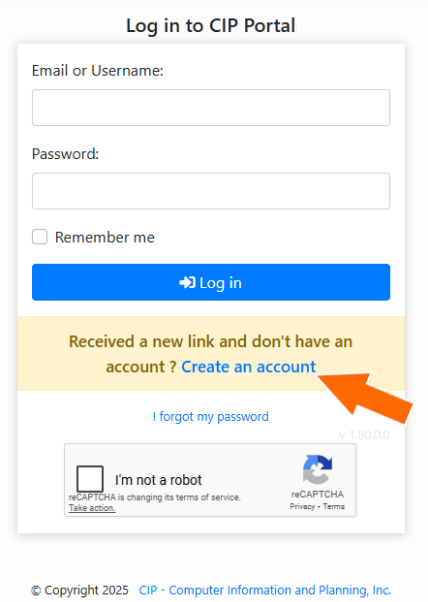
This process is necessary only once in order to register your email address with the CIP Portal and to assign yourself a password.

Note: It is imperative that you create the account using the same email address to which the email you received was sent.

For example, if you received an email with a download link for discovery materials, and that email was sent to discovery@mysamplelawfirm.com*, then you will need create the CIP Portal account using* discovery@mysamplelawfirm.com *as the registered email address.*

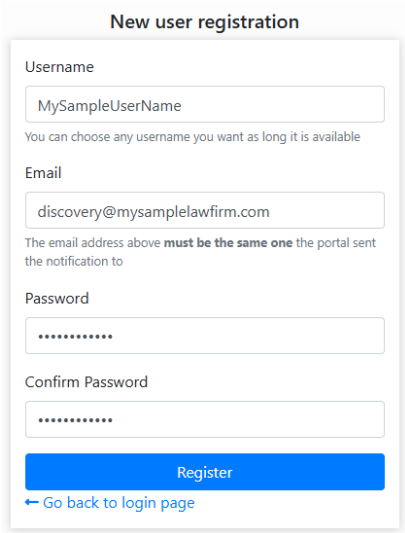


After clicking the link in the email, you will be taken to the “Log in to CIP Portal” screen.



From this “Log In to CIP Portal” page, click the link to Create an Account.

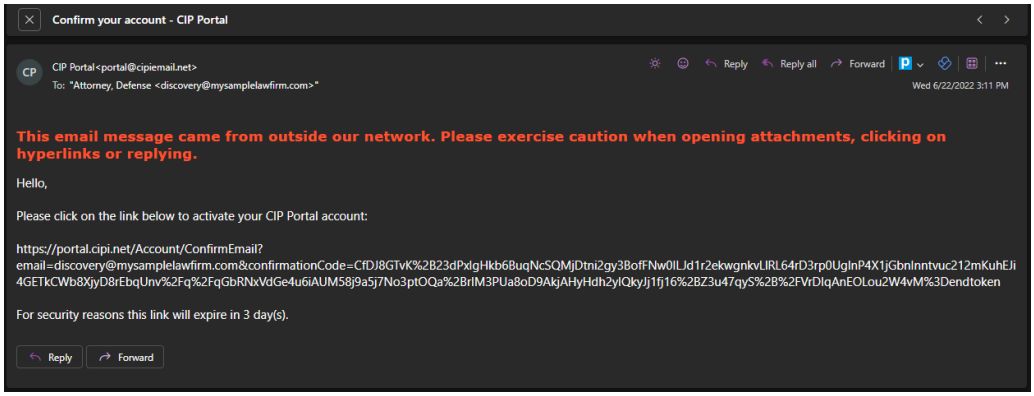
This will open the “New user Registration” screen.



Enter a username and the email address to which the email with the link was sent.

Enter a password, confirm the password, and then click the Register button.

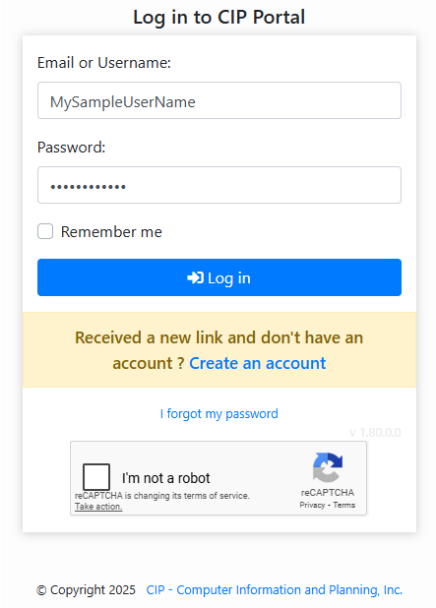
Within a few minutes, you will receive a confirmation email similar to the one shown below.



Click the link in the email to confirm your account and complete the registration.

Logging into the CIP Portal

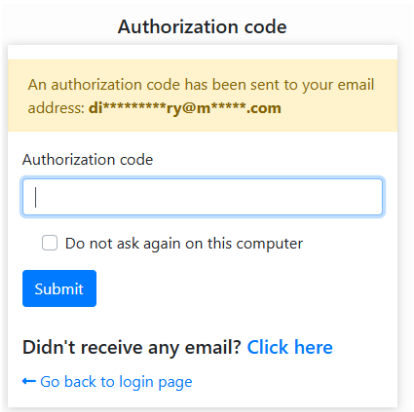
Once you have completed your account registration, you can proceed to log into the CIP Portal.



Once you've logged in, the CIP Portal will email you an authorization code.

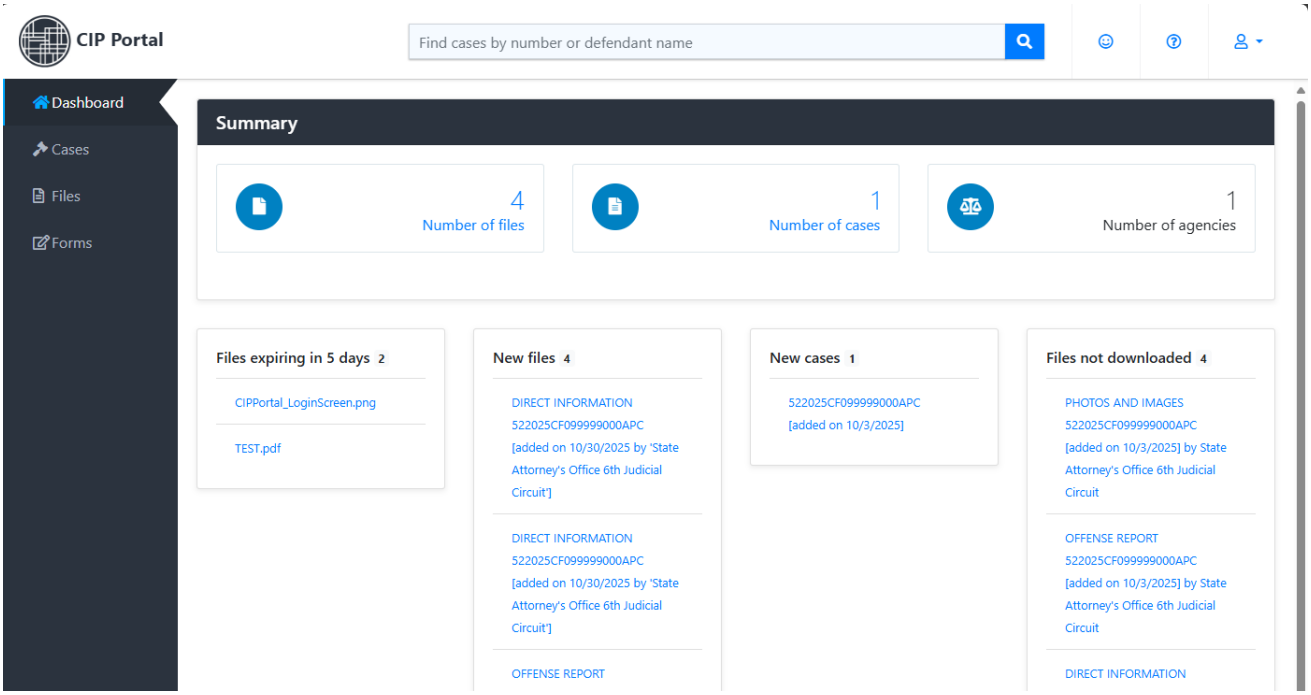


Enter the code into the "Authorization Code" screen, and then click the Submit button.



Using the CIP Portal

Once you have logged in, you see the CIP Portal Dashboard screen which gives you an at-a-glance view of new cases and new files.



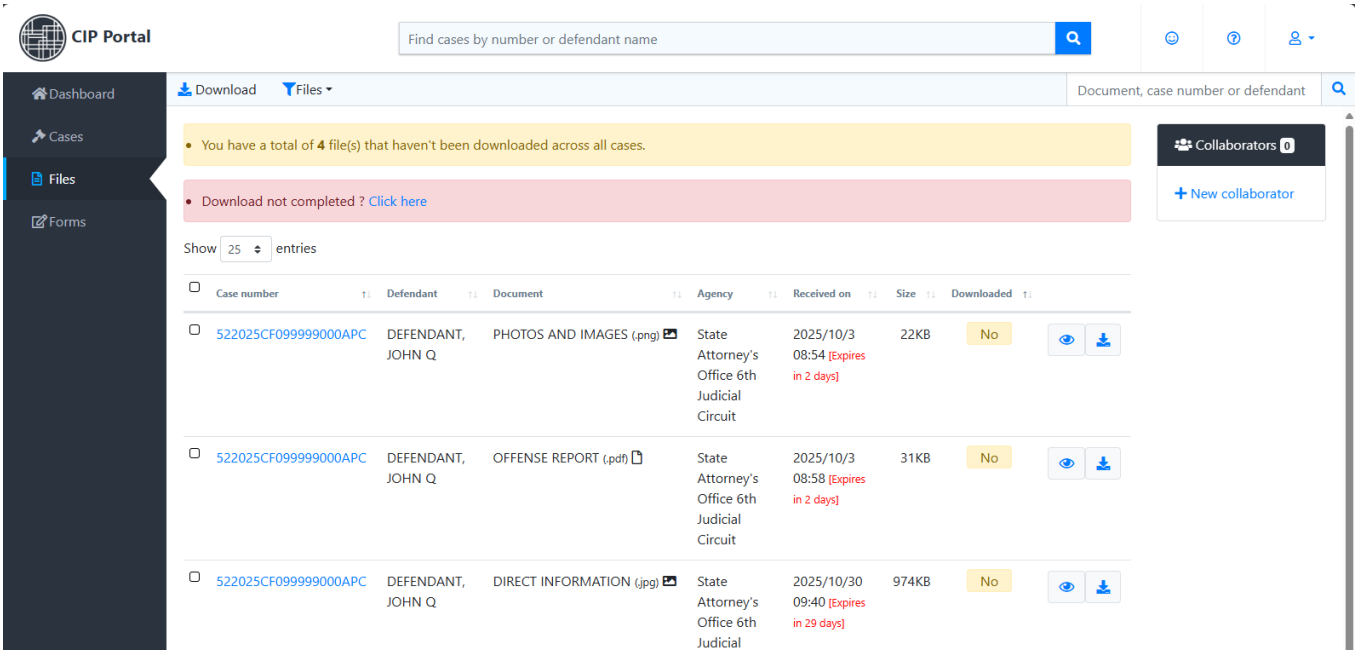
To view your cases, click the Cases shortcut on the left side of the screen.

To view your Files, click the Files shortcut on the left side of the screen.

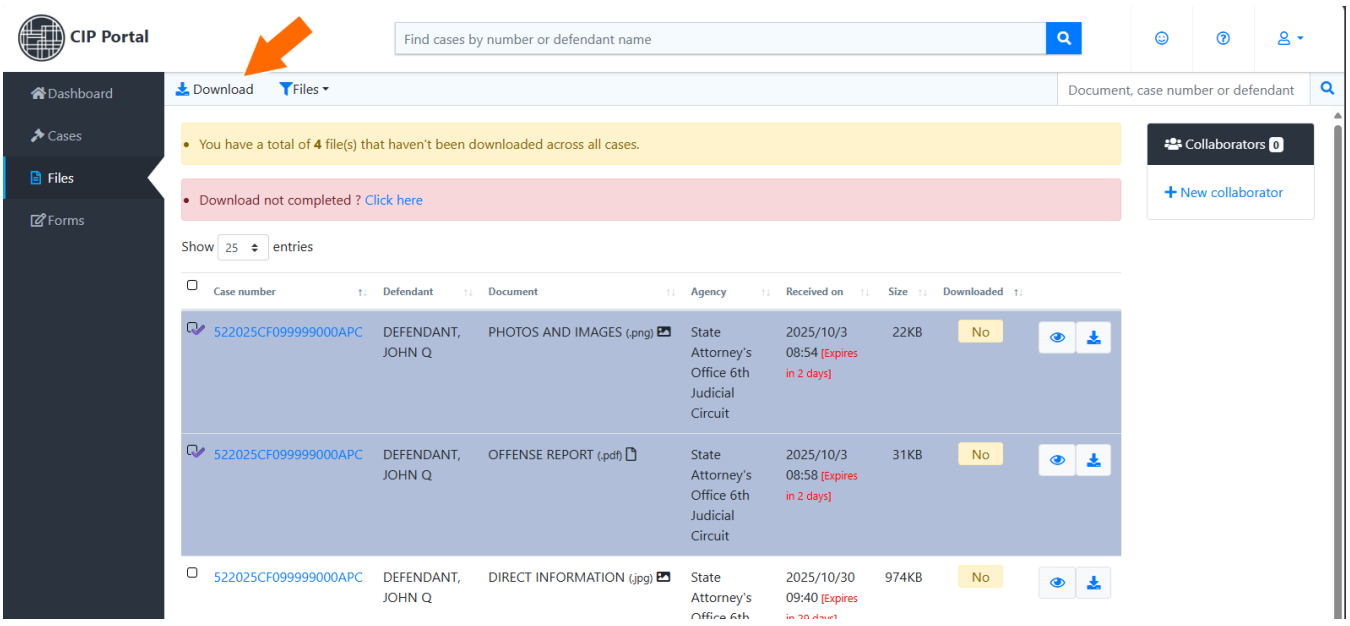
To respond to any online requests of information sent to you, click the Forms shortcut on the left side of the screen.

Retrieving your files

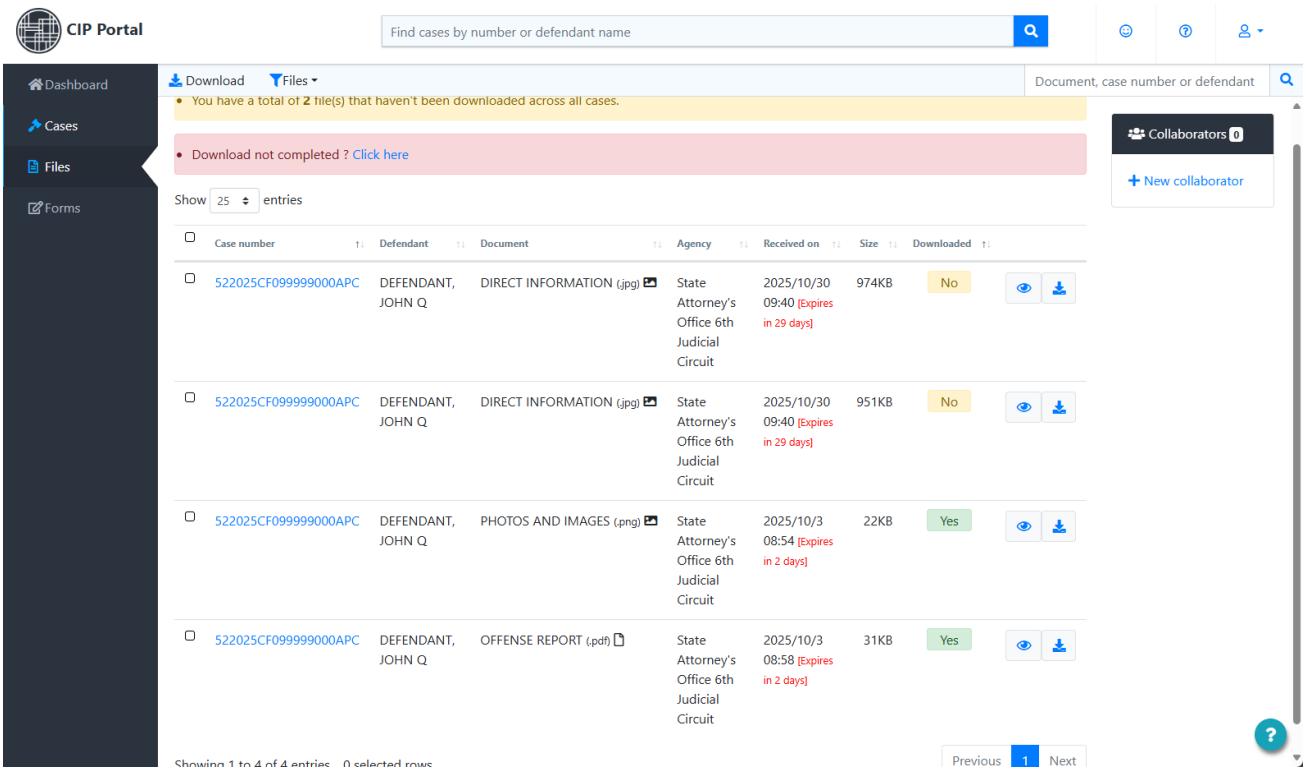
To retrieve the files sent to you, click the Files shortcut on the left side of the screen to activate the Files list.



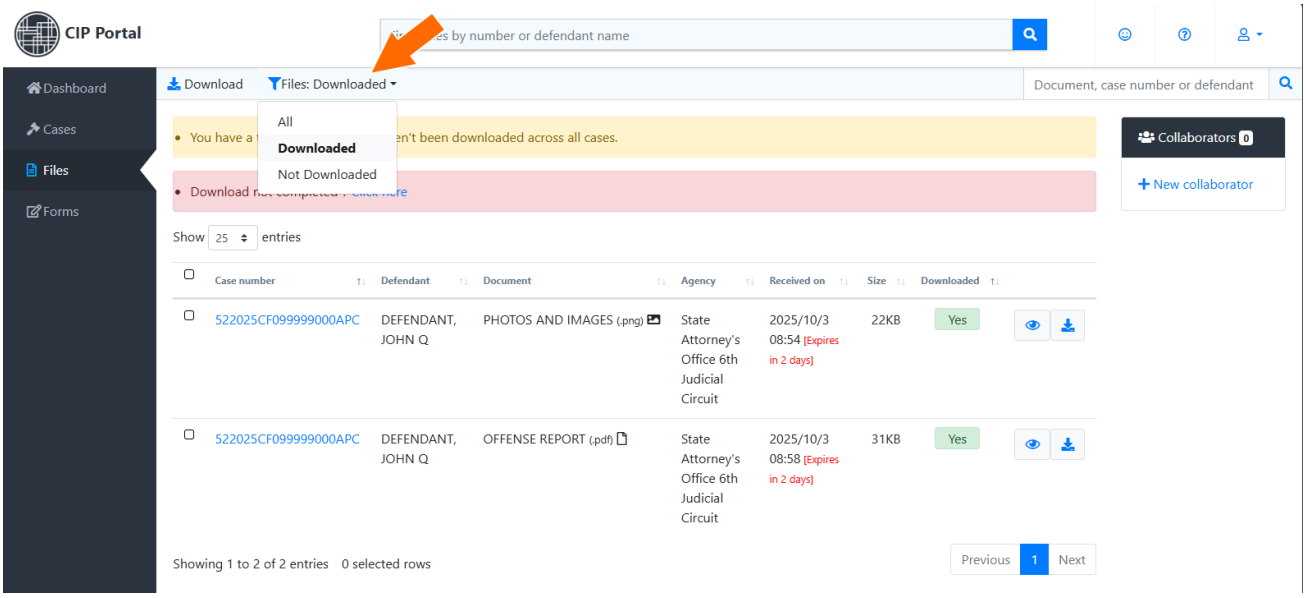
From this screen, you can select any or all of your files to download by marking the checkbox at the beginning of each row and the clicking the Download button near the top of the screen.



The files will be compiled in a zip file and the download will begin. You can choose where on your computer to save the downloaded file or let the browser save it to its default location (this location depends on the setting of your web browser).
The CIP Portal will indicate which files have been previously downloaded by displaying a Yes value in the "Downloaded" column of the list.



To view only the files that you have not already downloaded, you can use the Files filter.



You can also use the Search box at the top of the screen to search for files by case number. Case numbers should be entered without dashes. The search box and the filter can be used together to find files that have not yet been downloaded for a specific case.

IMPORTANT NOTE: Files are available on the CIP Portal for 30 days. After 30 days, the files will expire and be automatically deleted from the CIP Portal. If you need to retrieve a file after it as been removed, you will have to request it from the State Attorney's Office.

More information can be found at: https://learnportal.cipi.net/