

## 1.0 Register New User

### 1.1. Home Page



MYIPO - 1.0.0.0 - PTOEXTAPP1-TEST

**DO IT NOW**

**1**

Already have an existing logon? [Login](#)

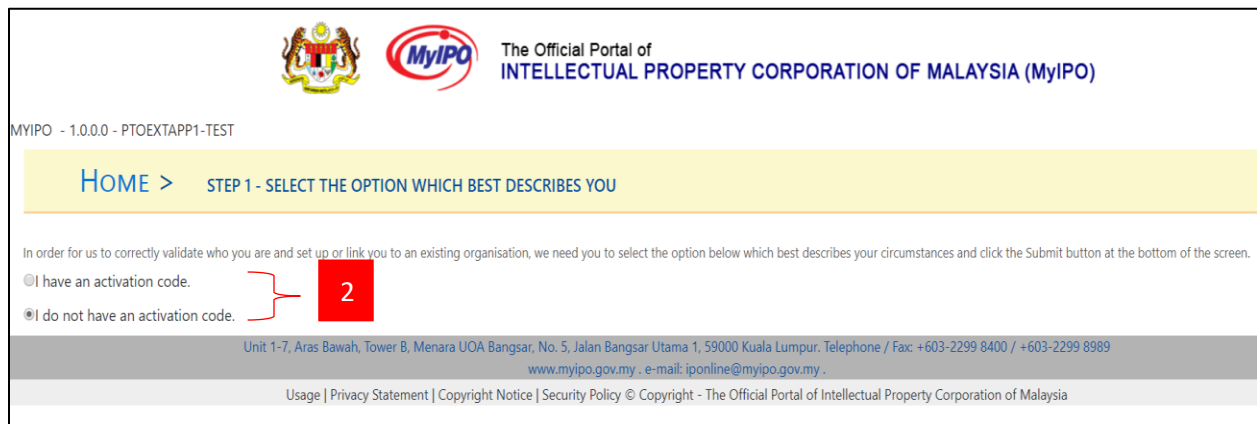
New to MyIPO? [Becoming a registered user is easy and you can do it now.](#)

\* You will be required to logon

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1. Click link “Becoming a registered user”.



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**HOME > STEP 1 - SELECT THE OPTION WHICH BEST DESCRIBES YOU**

In order for us to correctly validate who you are and set up or link you to an existing organisation, we need you to select the option below which best describes your circumstances and click the Submit button at the bottom of the screen.

☐ I have an activation code.

☒ I do not have an activation code.

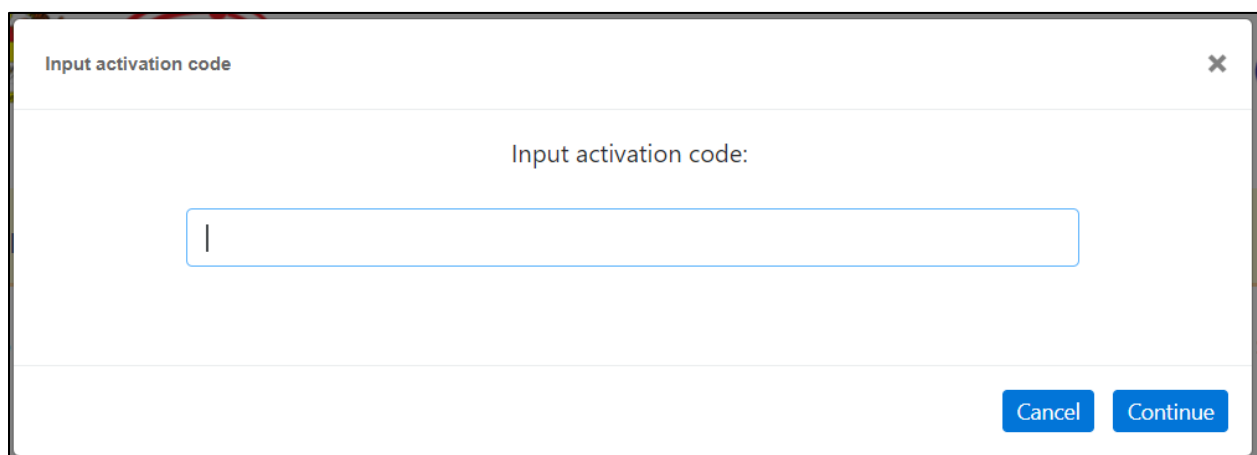
**2**

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2. Select option describe you.

### 1.2. I have activation code



**Input activation code** [X]

Input activation code:

[Cancel](#) [Continue](#)

3. Insert activation code that received in your registered email.

### 1.3. Do not have activation code

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[HOME >](#) **STEP 2 - CREATE YOUR PRIVATE PROFILE**

In order that the office can contact you throughout the application process, please enter your personal contact details. This email will be used for all electronic communication from the office. Click the Submit button at the bottom of the screen when you have finished.

User's Data

User Edition

User Name	<input type="text"/>	Email	<input type="text"/>
Password	<input type="password"/>	Confirm Password	<input type="password"/>
Office Phone Number	<input type="text"/>	Mobile Phone	<input type="text"/>

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[Close](#) [Submit](#)

4. Enter required information the click button “Submit”.

Info


Your private profile has been created

OK

5. Message prompt “Your private profile has been created” once you click submit button.

## 1.4. Create public Account

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[INBOX >](#) **STEP 3 - CREATE YOUR PUBLIC PROFILE** [Logout](#)

Edit Individual/Company

Type	Person
ID Type	No selection
Individual/Company ID	
Name	
Agent Company	Please only use this field if you are an agent.
Email	adilah.suhaimi21@gmail.com
Email(2)	
Email(3)	
Phone	0136619135
Mobile	01119736412
Nationality	No selection
Kind of profile	No selection
Addresses	<a href="#">Add</a>

Edit

Individual/Company linked to you

Specific Payment

Disclaimer ☐ I decide not to pay online, and I'll pay at MyIPO office.

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## 6. Enter required information.

Info ×

Client successfully created.

[OK](#)

## 7. Message prompt "Client successfully created" once you click submit button.



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DILA INBOX

Logout

My Account

Trade Mark

Patent

Geographical Indication

IP Online

Common Request

Opposition

Consultations

Resources and

Tasks

Search Tasks

Discussions

Search Discussion

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8. Once your registration is complete, page will automatically log in into system home page.

## 1. User Login & Forgot Password

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**DO IT NOW**

Already have an existing login? **Login** → **1**

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\* You will be required to login

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1. Click link “Login”

Welcome to Ptolemy

User Name: dila

Password: .....

Login Cancel Forgot your password?

2. Insert User Name and Password that has been registered.
3. Click button “Login” to log in system.
4. Click link “Forgot your password” if you want to reset password.

**Welcome to Ptolemy**

Please enter your login (user must be active and have an e-mail) and then click the Reset button. An e-mail will be sent to you for resetting your password.

User

Name

dila

Reset

Cancel

5. Insert Username then click button "Reset". An email will be sent for reset the password.