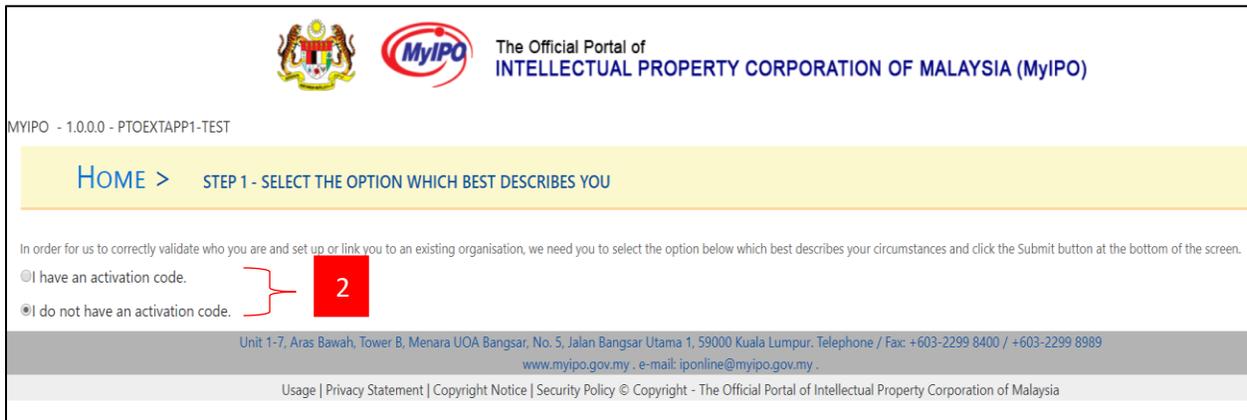


## 1.0 Register New User

### 1.1. Home Page

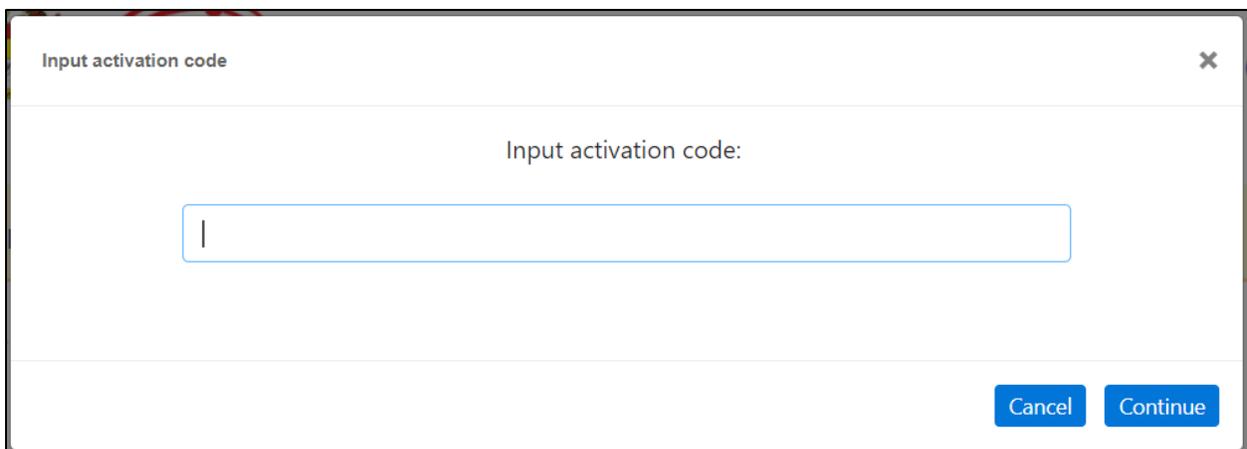


1. Click link "Becoming a registered user".



2. Select option describe you.

### 1.2. I have activation code



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 address 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	<input type="text"/>
Name	<input type="text"/>
Agent Company	Please only use this field if you are an agent. <input type="text"/>
Email	adilah.suhaimi21@gmail.com
Email(2)	<input type="text"/>
Email(3)	<input type="text"/>
Phone	0136619135
Mobile	01119736412
Nationality	No selection ▾
Kind of profile	No selection ▾
Addresses	<input type="button" value="Add"/>

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

## 6. Enter required information.

Info ×

Client successfully created.

## 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

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**

New to MyIPO? [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 “Login”

Welcome to Ptolemy

User Name

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**

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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

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