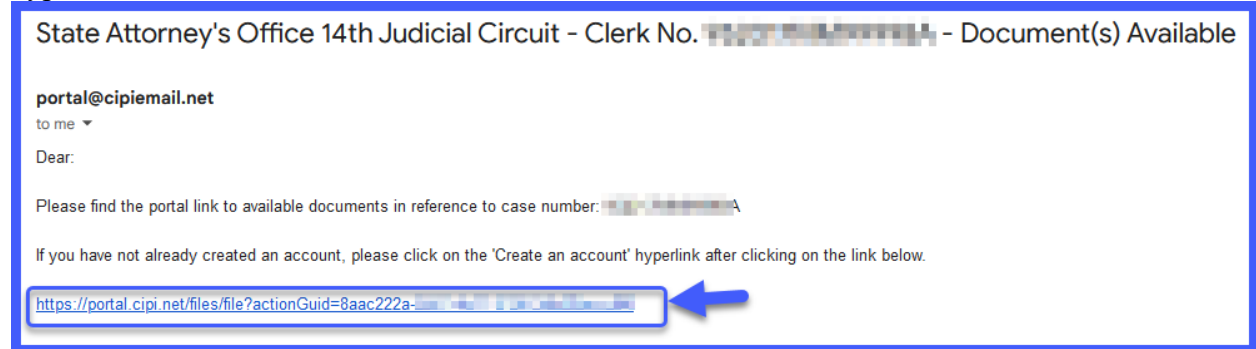


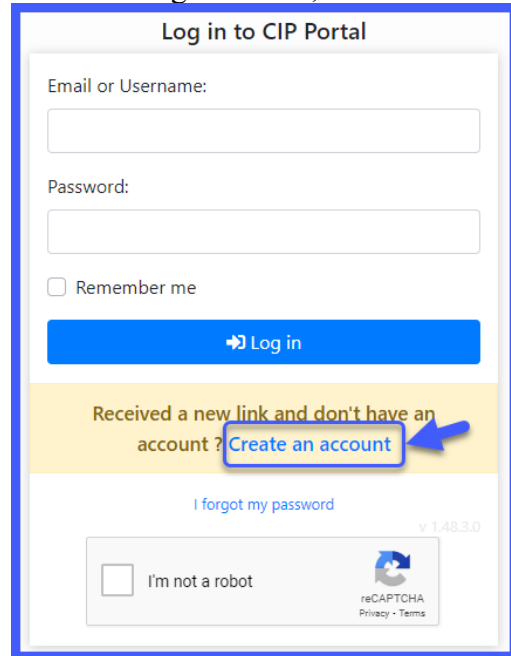
# SAO 14<sup>th</sup> Circuit - CIP Portal Instructions

## First Time Registration

If this is your first time accessing the CIP Portal, you will need to create an account. This is a required step to register your email address with the portal and assign a password. Click on the hyperlink as shown below.



From the Log In screen, Click the link to “Create an account”



**New user registration**

Username  
  
You can choose any username you want as long it is available

Email  
  
The email address above **must be the same one** the portal sent the notification to

Password

Confirm Password

[Register](#)

[← Go back to login page](#)

From the New user registration screen, enter a username of your choosing. This username can be used as an alternate method to login. (Either username or email address)

Enter the email address to which the email with the link was sent.

Type in a password and confirm the password followed by pressing the “register” button.

You will receive a confirmation email. Follow the link to confirm your account activation and complete the registration process.

## Using the CIP Portal

Once you have your username and password, login to the portal.

***Be sure to click on the “I’m not a robot” verification box before you click the “Log in” button.***

**Log in to CIP Portal**

Email or Username:

Password:

Remember me

[Log in](#)

Received a new link and don't have an account? [Create an account](#)

[I forgot my password](#)

I'm not a robot

reCAPTCHA v 1.49.0.0  
[Privacy](#) - [Terms](#)

**Authorization code**

An authorization code has been sent to your email address: **St\*\*\*\*\*nd@s\*\*\*\*\*.gov**

Authorization code

Do not ask again on this computer

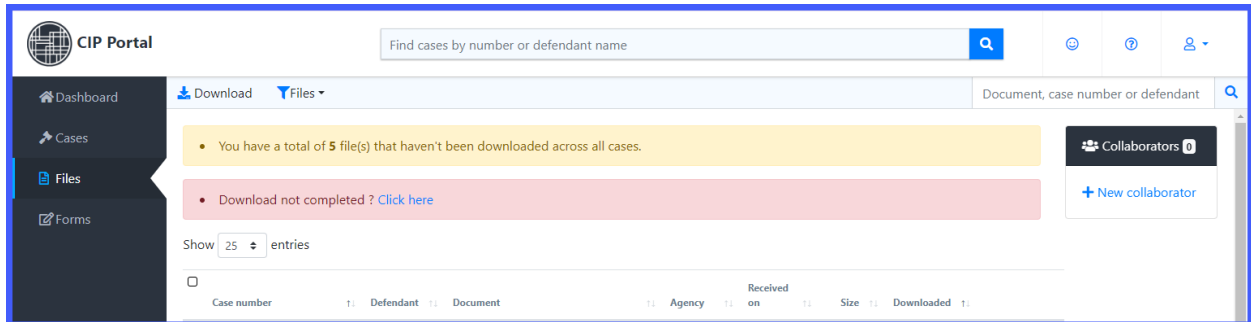
**Submit**

**Didn't receive any email? [Click here](#)**

[← Go back to login page](#)

The Portal may require you to enter an Authorization code. This will be sent to the email you used during the registration process. Enter the code in the provided field and click the “Submit” button.

When you have signed in, you will see the CIP Portal Main Screen and you will be on the Files List



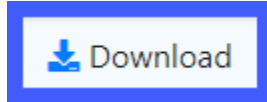
**Left Hand Menu**

- Dashboard – Provides a snapshot of all your cases/files
- Cases - Allows you to view all the cases
- Files - Allows you to download the files
- Forms – Provides access to any forms sent to you

## DOWNLOADING FILES

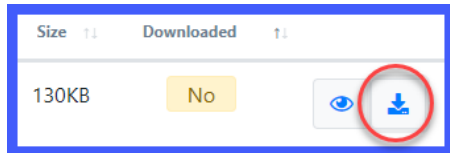
Downloading files can be performed in several ways.

### Checkbox Selections



The download button is used in conjunction with checkboxes on the left-hand side of the Case Number. You can select the checkbox in the header area to select all files or choose individual files for download. Once the selection(s) are made, click the ‘Download’ button and the download process will begin. If multiple files are selected, the files will be compiled into a zip file and the download will begin. Where the files are placed on your computer depends on the settings in your web browser. There may be zipped files inside the main zip files, so please be sure to unzip all .zip files.

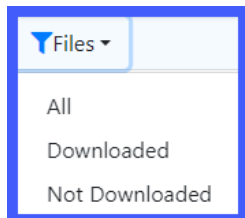
### Individual File Downloads



On the right side of each file, you can find a download button which will download the individual files.

The system notates the files that have been previously downloaded by putting a “Yes” in the “Downloaded” column after the screen is refreshed or you log in next time.

### FILES Button



Use the “Files” button to filter your files list. This allows you to view all files that have not been downloaded yet.

## Filtering by case or defendant name

Find cases by number or defendant name

At the top of the screen is a search box that allows you to search all files by “Case Number” or “Defendant” name. The case number should be entered without dashes. The search box and the “Files” filter work together to allow you to find the files that have not been downloaded for a specific case number.

Document, case number or defendant

On the right side of the screen there is an additional filter box that allows you to filter by Document, Case Number or Defendant

## Header Row Sorting

Case number    Defendant    Document    Agency    Received on    Size    Downloaded

By clicking on a column in the header row, you can sort by that column. Click a second time and it will reverse sort. This is useful if you want to group cases/defendants together or sort by “Downloaded”.

**NOTE: Files are available on the Portal for 30 days. After 30 days, the files are automatically deleted from the portal. If you need to access a file after it has been removed from the portal, you will have to re-request the file from our office.**