OAJ e-filing portal – HOW CREATE A USER ACCOUNT

The e-filing account is used for both UNDT and UNAT e-filing activities. Once you have created an account it can be used in subsequent filings to either of the two tribunals. The below describes how to create an account.

Fill in and submit e-filing account creation form
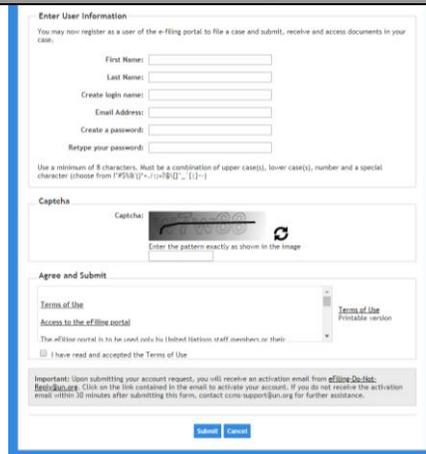
Go to the account creation page:
https://efilinginternaljustice.un.org/OAJ/registration

Fill in the form which includes name, email address, login name and password for the account. The email address you enter is the email address that will be used by the Tribunals in their communication with you.

⚠ Important: the login name and the password are both case sensitive.

Follow all three steps indicated in the form, and click submit.

Email step 1: Activate the account
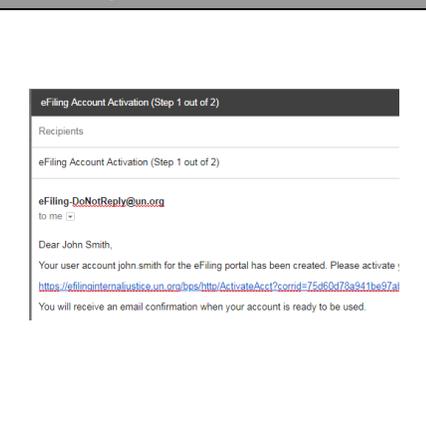
You should immediately receive an activation email to the address entered in the above form. Click on the activation link included in the email to activate the account.

⚠ Important: The account has to be activated before you can use it. If you try to use the account before clickin on the activation link the account will not work.

Add ccms-support@un.org and eFiling-DoNotReply@un.org to your address book or safe-list to ensure that the activation e-mail and other notifications from the eFiling system will not be blocked by your spam filter (this is known to occur with hotmail and yahoo email accounts).

Email step 2: Wait for confirmation email
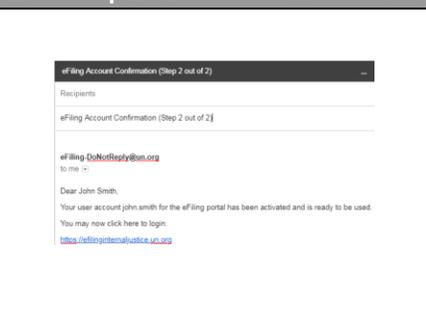
After the account has been activated the system will send an email confirming that the account is ready to be used. The email will include the link to the e-filing system.

⚠ Important: You should receive the activation and confirmation email immediately. If you have not received it 30 min after you submitted check your spam/junk mail folder. If needed, contact ccms-support@un.org for technical assistance.

Login

Login to the e-filing portal (https://efilinginternaljustice.un.org) using the credentials you specified when creating your account. Both login name and password are case sensitive.

Choose OAJ_CCM as the repository and select "eFilers: All Locations" as your location.

Additional user guides are available describing the steps to either create a new case or file to an existing case.