# CIP PORTAL FOR DEFENSE ATTORNEYS

The CIP Portal is an interface that allows State Attorneys (and Public Defenders) who use the STAC Case Management system to easily share materials from cases to other individuals. The 19<sup>th</sup> Circuit State Attorney's Office will be using this to provide discovery to private defense attorneys in certain instances.

If you need assistance with the CIP Portal please contact our Help Desk Specialist:

Marcie Rolle mrolle@sao19.org (772) 462-6835

### REGISTRATION

Before you are able to access the CIP Portal, you must create an account. Follow the link in the email that was sent notifying you of materials available in the CIP Portal.

Once on the Log In page of the CIP Portal, CLICK Create an account

On the New User Registration page:

Enter your chosen username.

Enter the EMAIL that the notification email was sent to.

**\*\*NOTE\*\*** you cannot register with the CIP Portal in advance of getting any materials sent. The CIP Portal disallows the registration of an email that has not received materials.

Enter your chosen password.

Confirm password.

#### **CLICK REGISTER**

Log in to CIP Portal	New user registration
Email or Username:	Username
Password:	You can choose any username you want as long it is available Email
□ Remember me →J Log in	The email address above <b>must be the same one</b> the portal sent the notification to <b>Password</b>
Received a new link and don't have an account ? Create an account I forgot my password	Confirm Password
I'm not a robot	Register ← Go back to login page

## You will receive a confirmation email shortly after clicking Register. Follow the link to confirm your account and log in.

CIP Portal <portal@cipiemail.net></portal@cipiemail.net>						
Confirm your account - CIP Portal						
To Marcie Rolle						
SECURITY WARNING: This message originated from an EXTERNAL EMAIL ADDRESS outside of SAO19 systems. Please show caution when clicking links, opening attachments, or responding to this email unless you recognize the sender and know the content is safe. If it shows being from someone within the SAO, please contact Information Technology personnel.						
Hello,						
Please click on the link below to activate your CIP Portal account:						
https://portal.cipi.net/Account/ConfirmEmail?						
2B8v51ftkkcBgF30vaOk5gFevinXzAiNhAvfRspR6bMIS911zVyrvPfRKSdePJaBoK2xdOToe4PovhrJ0Rt9GSv517ZCBStuXDzoxWDcOCPA%3D						
For security reasons this link will expire in 20 minutes.						

Enter your Username, Password, CLICK the checkbox "I'm not a robot", CLICK Log In

Log in to CIP Portal					
Email or Username:					
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Password:					
🗌 Remember me					
🚽 Log in					
Received a new link and don't have an account ? Create an account					
I forgot my password v 1.18.5.0					
I'm not a robot					

#### DOWNLOADING MATERIALS

From the Log In, the CIP Portal opens to the **FILES** screen. This is a list of all of the materials that have been sent and are available to you. From this screen, you can select files to be downloaded.

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You can download the files one at a time by clicking the Or at the end of each file

You can download multiple files as a ZIP by selecting the files you want to download by clicking the checkbox and then clicking **Download** at the top of the screen.

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Where the files are saved on your computer is dependent upon your individual computer settings.

The CIP Portal indicates which files have been downloaded with a green YES or yellow NO.

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Files are available on the Portal for 30 days. After 30 days, the files are automatically deleted from the portal. If you need to get a file after it has been removed from the portal, you will have to request it from the State Attorney's Office.

State

Office

Attorney's

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