# Resend account invitation email

Resend CMS Portal account invitation email to a user in your organisation.

Account activation emails are only able to be re-sent to users who have **not** previously activated their CMS Portal account.

| Step | Action | | | Result |
| --- | --- | --- | --- | --- |
|  | Log in to the **CMS Portal** | | | The **CMS Portal** home screen displays:  The Home screen displaying available jurisdiction: Magistrates Court of Victoria and available options: File on One of My Cases, My Account and Organisation Administration. |
|  | Click: **Organisation Administration**  Organisation Administration button | | | The **Organisation Administration** screen displays:  The Organisation Administration screen displaying available options: Manage Users, Resend Account Invitation Email and Filings Report. |
|  | Click: **Resend Account Invitation Email**  Resend Account Invitation Email link | | | The **Resend User Activation Email** screen displays:  Resend User Activation Email screen displays with User Email Address field and Search button. |
|  | Complete the required panels and fields:  Fields marked with a red asterisk \* are mandatory.   |  |  | | --- | --- | | PANEL: Resend User Activation Email | | | In this field … | Provide this information … | | User Email Address | Type the email address of the User. | | | | |
|  | | | **Note**: An error message will display if the User is not from your organisation or has previously activated their account. | |
|  | Click: **Search**  **Search button** | | | A confirmation status message displays **Inactive**:  Search result shows with user's name, email. inactive status, law firm name, and Send and Clear buttons. |
|  | Click: **Send**  **Send button** | | | A confirmation message displays:  Confirmation message showing that further instructions have been sent. |
| Note icon | | **Note**:  The user is sent an email notifying them of the account creation, which contains a link the user needs to click to activate their account:  Screenshot of account creation confirmation email. | | |