

Getting Started with Minnesota Guide & File

To register for a Guide & File account:

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Creating an account allows you to save work and return to it later, and electronically file at the end of the interview (if available). If you just want to print forms at the end of the interview you do not need an account, but none of your information will be saved if you need to make changes later.

- 1. Select **Register** from the Welcome dropdown in the top right corner.
- 2. Complete the Registration Form.
- 3. Click Register.

Welcom Log In Registration Form 2 If you don't have an email address, you can get of	1		
First Name Middle	Last Name		
Jane Middle	Doe		
Email address	Confirm email		
jane.doe@gmail.com	Jane.doe@gmail.com		
Password	Confirm password		
Phone Number			
123-455-7890			
Street Address Line 1	Street Address Line 2		
123 Street Ave	Street Address Line 2		
City	State Zip Code		
Small Town	MN 🗹 56763		
Password Question	Password Answer		
First pet?			
In order to complete your registration you must for the use of this site.	review and accept the following: TERMS and CONDITIONS conditions.		
Back Login	3 Register		

To log in to Guide & File:

- Select Log In from the Welcome dropdown in the top right corner.
- 2. Type your Email address and Guide & File Password.
 - To reset a forgotten password, click **Forgot Password** and follow the instructions to reset it.
- 3. Click Login.



Log in				
	 all address			
	ne.doe@	gmail.com		
	swore			
			3	



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To update account information:

- 1. Select **Profile** from the Welcome dropdown in the top right corner.
- 2. Make updates in the Edit My Profile form:
 - a. Type new information in the fields.
 - b. Click **Change Password** to create a new password.
- 3. Click Submit.

Welcome Jane Doe
My Interviews Profile 1 Sign Out

First Name	Middle	Last Name	_	
Jane a	Middle	Doe		
Email address		Phone Number		
jane.doe@gmail.com		123-456-8790		
Street Address Line 1 123 Street Ave		Street Address Line 2 Street Address Line 2		
Small Town		MN 🗹 56763		
		(3) Esut		

To file a case:

See <u>Quick Reference Guide - Filing a Case with</u> <u>Minnesota Guide & File</u>.

To sign out of Guide & File:

- 1. Select **Sign Out** from the Welcome dropdown in the top right corner.
- 2. Click the **red X** in the top right corner to exit the browser.



If you do not sign out AND exit the internet browser your information may be viewable by the next person using the computer.

