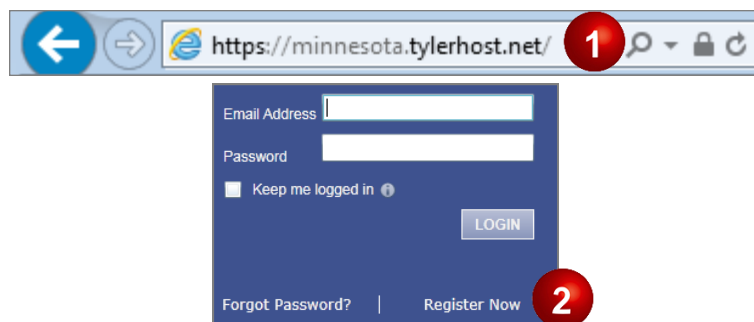


Registering an Account with an Existing Firm

Go to the eFile and eServe website:

1. <https://minnesota.tylerhost.net>
2. Click **Register Now**.



The screenshot shows a web browser window with the URL <https://minnesota.tylerhost.net/>. A red circle with the number '1' is placed over the address bar. Below the browser, there is a login form with fields for 'Email Address' and 'Password', a 'Keep me logged in' checkbox, and a 'LOGIN' button. At the bottom of the form, there are links for 'Forgot Password?' and 'Register Now'. A red circle with the number '2' is placed over the 'Register Now' link.

Choose the correct registration type:

1. Select **User with an Existing Firm**.
2. Click **Next**.



The screenshot shows the 'Odyssey File & Serve Registration Step 1 of 4' screen. The heading is 'I want to Register as a'. There are two radio button options: 'Firm Administrator' and 'User with an Existing Firm'. A red circle with the number '1' is placed over the 'User with an Existing Firm' option. Below the options, there is a note: 'All required fields are indicated by an "*". There is no registration fee for Odyssey File & Serve.' At the bottom, there are 'Cancel' and 'Next' buttons. A red circle with the number '2' is placed over the 'Next' button.

Select your firm:

1. Enter your firm's name in the search field and click **Search**.
2. Click your **firm's name** in the list of search results.



If your firm's name does not display, contact your Firm Administrator to request the exact name before completing your registration.

3. Click **Next**.



The screenshot shows the 'Odyssey File & Serve Registration Step 2 of 4' screen. The heading is 'Select Your Firm'. Below the heading, it says 'Narrow your firm list by entering all or part of the firm name.' There is a search field with 'Donald' entered and a 'Search' button. A red circle with the number '1' is placed over the search field. Below the search field, the 'Selected Firm*' is listed as 'Donald Law Firm' with the address '123 Donald Lane, Saint Paul, MN 54141'. A red circle with the number '2' is placed over the firm name 'Donald Law Firm'. At the bottom, there are 'Previous', 'Cancel', and 'Next' buttons. A red circle with the number '3' is placed over the 'Next' button.

Registering an Account with an Existing Firm

Enter your user information:

1. Enter all **required information**.



If you're an attorney:

- a. Check the box next to Attorney.
- b. Enter your attorney bar number.

2. Click **Register**.



You'll receive an account activation email from efilingmail@tylerhost.net. You must activate your account prior to using eFS. Make sure to check your junk or spam folder if you do not receive the email.

Odyssey File & Serve Registration Step 3 of 4

User Information 1

First Name* MI

Last Name*

Email Address*

Verify Email Address*

Password*

Verify Password*

I am also an Attorney Attorney a

Attorney Number* b Verify

Compose a simple question and answer pair which will allow you to restore your password, should you forget it. Please choose a simple, specific question that can only be answered by you. Example: High School Mascot or The Name of My First Pet.

Security Question*

Security Answer*

2

Previous Cancel Register

Complete your registration:

1. Click **Finish**.
2. Open the email account you provided during registration.
3. Open the email from **efilingmail@tylerhost.net**.
4. Click **Activate Account**. You'll see a pop-up window stating your account has been activated.

Odyssey File & Serve Registration Step 4 of 4

Your Registration is Complete.

Your login information is listed below and will be emailed to you.

Firm ID: Donald Law Firm
Email Address: Daffy123@gmail.com

You must verify your email address before you can log in. A verification email has been sent to you, please open it and click the link inside.

Your registration will require the approval of your firm administrator before you can log in.

1

Finish

