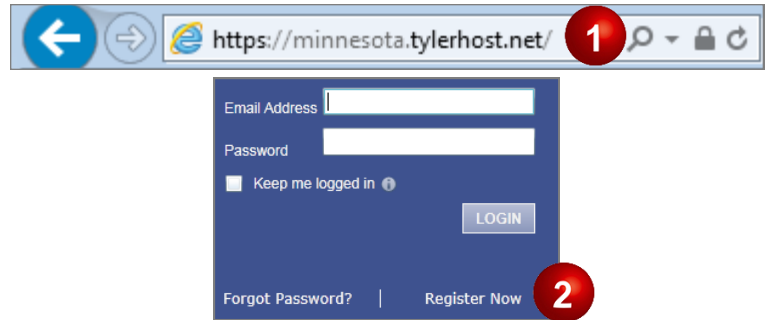


Registering the Firm Administrator Account

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 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 **Firm Administrator**.
2. Click **Next**.



The screenshot shows the 'Odyssey File & Serve Registration Step 1 of 5' page. The heading is 'I want to Register as a'. There are two radio button options: 'Firm Administrator' (selected) and 'User with an Existing Firm'. Below the options is a note: 'All required fields are indicated by an "*"'. At the bottom are 'Cancel' and 'Next' buttons. Red callouts '1' and '2' are placed over the 'Firm Administrator' radio button and the 'Next' button, respectively.

Accept the Odyssey File & Serve Usage Agreement:

1. Read the Odyssey File & Serve Usage Agreement.
2. Check the box next to **I Agree**.
3. Click **Next**.



The screenshot shows the 'Odyssey File & Serve Registration Step 2 of 5' page. The heading is 'Odyssey File & Serve Usage Agreement'. The text describes the terms of service. At the bottom, there is a checkbox labeled 'I Agree' which is checked. Below the checkbox are 'Previous', 'Cancel', and 'Next' buttons. Red callouts '1', '2', and '3' are placed over the agreement text, the 'I Agree' checkbox, and the 'Next' button, respectively.

Registering the Firm Administrator Account

Enter your firm information:

1. Enter all **required information**.
2. Select **New User Registration options**:
 - **Allow Users to Self Register**: If *unchecked*, the firm administrator will need to manually add all users.
 - **Require Administrator Approval of New User Registration**
Be sure to select this option if you allow users to self register.
3. Click **Next**.



Odyssey File & Serve Registration
Step 3 of 5

Firm Information 1

Name*

Country*

Address Line 1*

Address Line 2

City*

State* Zip Code*

Phone Number*

New User Registration 2

Allow Users to Self Register

Require Administrator Approval of New User Registration

Previous
Cancel
3

Next

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 4 of 5

User Information 1

First Name* MI

Last Name*

Email Address*

Verify Email Address*

Password*

Verify Password*

Attorney a

I am also an Attorney **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*

Previous
Cancel
2

Register


Registering the Firm Administrator Account



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.



The Firm Administrator Account must have at least one registered user who is the administrator. For large firms or agencies, it is recommended you have at least two firm administrators as a backup.

Odyssey File & Serve Registration	Step 5 of 5
Your Registration is Complete. Your login information is listed below and will be emailed to you. Email Address: Donald123@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.	
 Finish	

 MINNESOTA JUDICIAL BRANCH
<p>This message was automatically generated. Do not reply to this e-mail.</p> <p>A new user has been registered. Please click on the link below to activate your account. Activate Account </p> <p>If you need technical assistance, please call 1-800-297-5377.</p> <p><small>Minnesota Judicial Branch Disclaimer: This is an official government communication. A or agency to which they are addressed. They may be confidential and/or contain private applicable court rules or statutes. If you are not the intended recipient of this e-mail, do not disseminate, distribute, or copy this e-mail. If you have received this e-mail in error, please notify us immediately at 1-800-297-5377.</small></p>