

## Registering the Firm Administrator Account

### Access the eFile and eServe website and start the registration

1. Go to <https://minnesota.tylerhost.net/ofsweb>.

2. Click **Register**.



Before registering a firm, check to ensure an account has not been created. If the firm account has been created, ask the firm administrator to send an invite to join the firm. For more information, see QRG: Registering from an Email Invitation on the eFile and eServe Training tab on [www.mncourts.gov/efile](http://www.mncourts.gov/efile).

1. Enter the **required information**:

- First and Last Name**
- Email Address and Password**
- Security Question and Answer**

2. Click **Next**.

### Select the correct registration option and enter the contact information

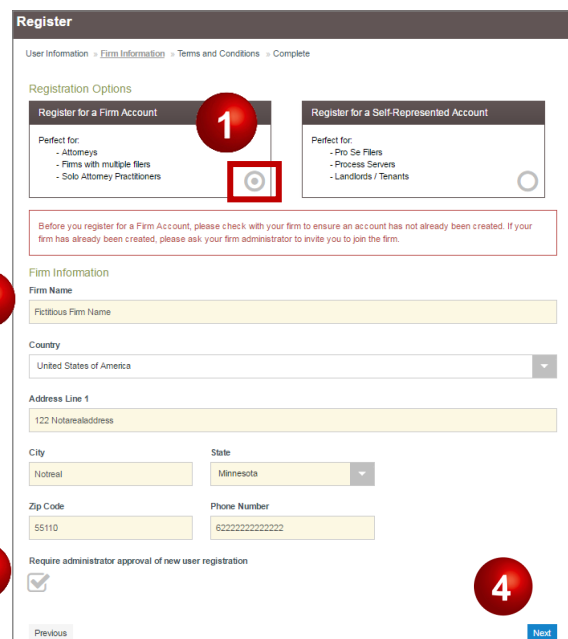
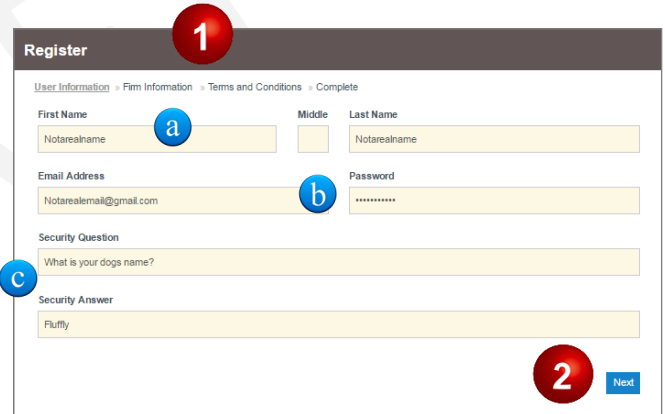
1. Select the radio button to **Register for a Firm Account**.

2. Enter the **required information**:

- Firm Name**
- Address**
- City, State, and Zip Code**
- Phone Number**

3. The check box to **Require administrator approval of new user registration** is checked by default.

4. Click **Next**.



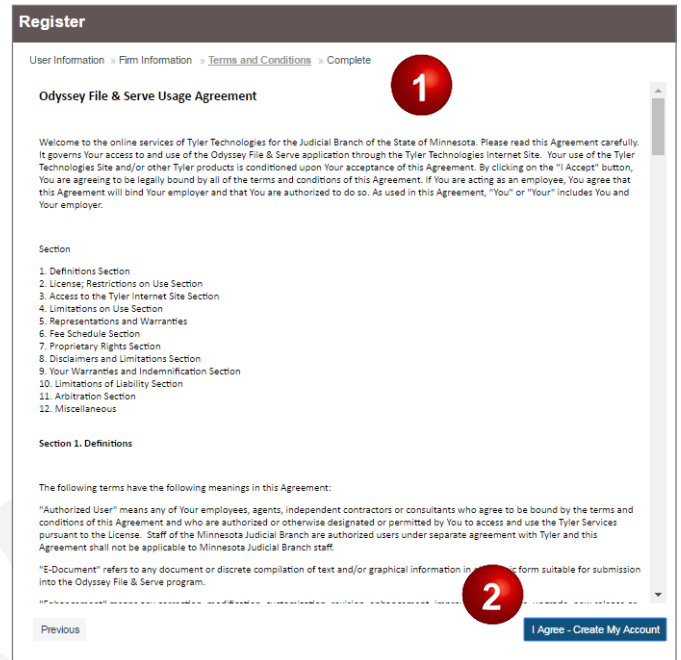
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### Accept terms and conditions for the Odyssey eFile & eServe system

1. Read the Odyssey File & Serve Usage Agreement.
2. Click **I Agree - Create My Account**.



A register complete message will appear with the Firm Name and Email Address listed.



### Complete the registration

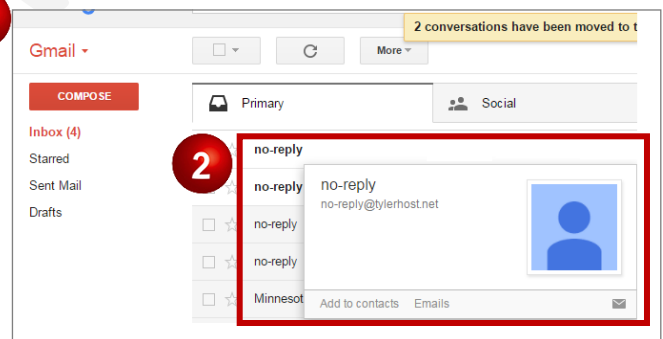
1. Open the email account provided during registration.
2. Locate and open the email from **efilingmail@tylerhost.net**.
3. Click **Activate Account**. A pop-up window stating the account has been activated will appear.



If missing, check the junk or spam folder for the email.



To invite a firm member to register with the firm, see QRG: Inviting an Individual to Register with the Firm on the eFile and eServe Training tab on [www.mncourts.gov/efile](http://www.mncourts.gov/efile).



**MINNESOTA JUDICIAL BRANCH**

This message was automatically generated. Do not reply to this e-mail.

A new user has been registered. Please click on the link below to activate your account.

[Activate Account](#)



If you need technical assistance, please call 1-800-297-5377.

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