

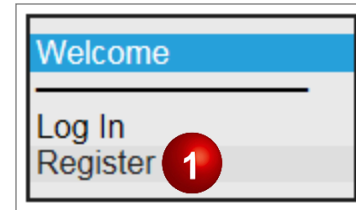
## Getting Started with Minnesota Guide & File

### To register for a Guide & File account:



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 drop-down in the top right corner.
2. Complete the **Registration Form**.
3. Click **Register**.



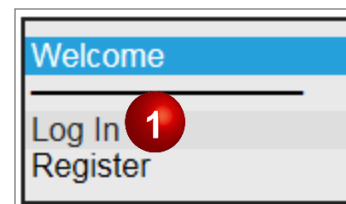
### To log in to Guide & File:

1. Select **Log In** from the Welcome drop-down 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**.



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**To update account information:**

1. Select **Profile** from the Welcome drop-down 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**.



**To file a case:**

See [Quick Reference Guide - Filing a Case with Minnesota Guide & File](#).

**To sign out of Guide & File:**

1. Select **Sign Out** from the Welcome drop-down 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.

