Register for a Firm Account

Please check with your firm/office to ensure an account has not already been created. If your firm's account has already been created, please ask your Firm Administrator to invite you to join the firm.

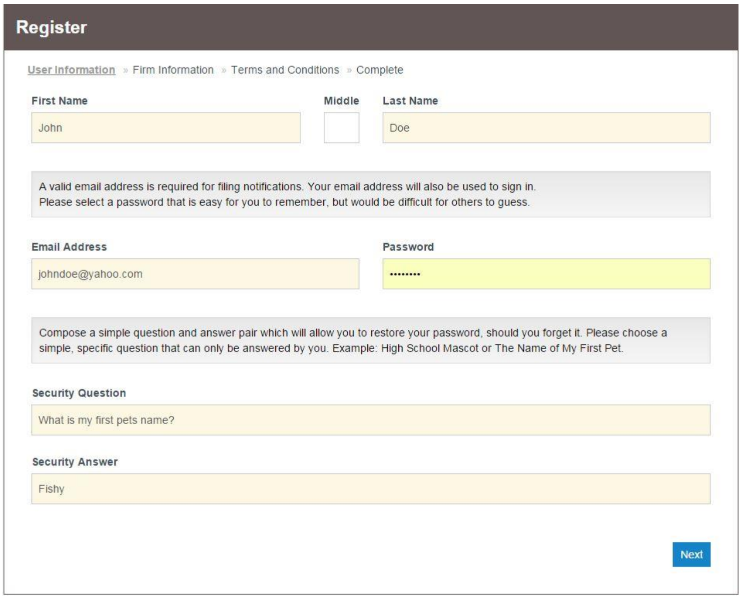
If you have multiple locations for your firm, it is up to you if you wish to register all employees under one firm account or have separate firm accounts. However, an email address can only be registered with one firm account.

Please follow the steps below to register for a new account.

Click the green Register Icon

You will be directed to the **User Information page**. You will want to input the information for the party that you are registering for.

- First Name, Last Name
- Email Address (**Please Note**: **this email can only be registered once in the e-Filing system**)
- Create a Password: Your password must be at least 8 characters and include an upper-case letter, a lowercase letter, and a number or special character.
- Create a Security Question and an Answer
- Click Next

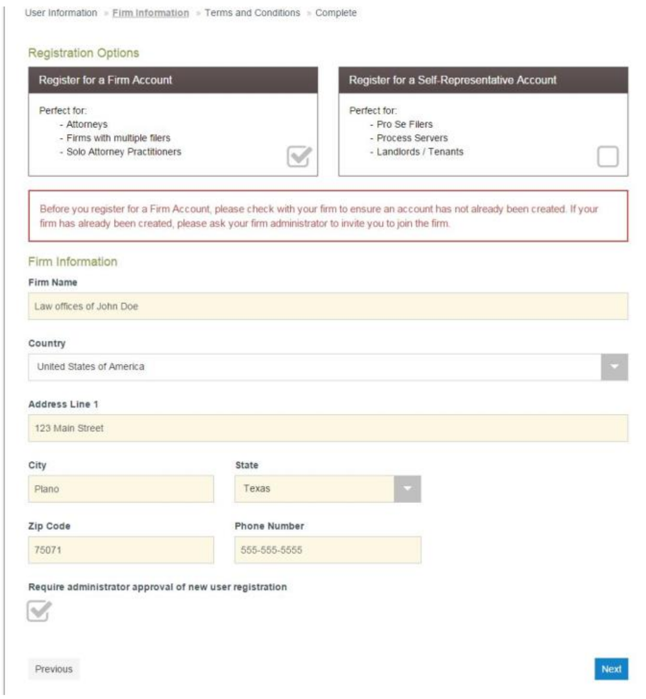


You will be directed to the **Registration Options**. Select Register for a Firm Account

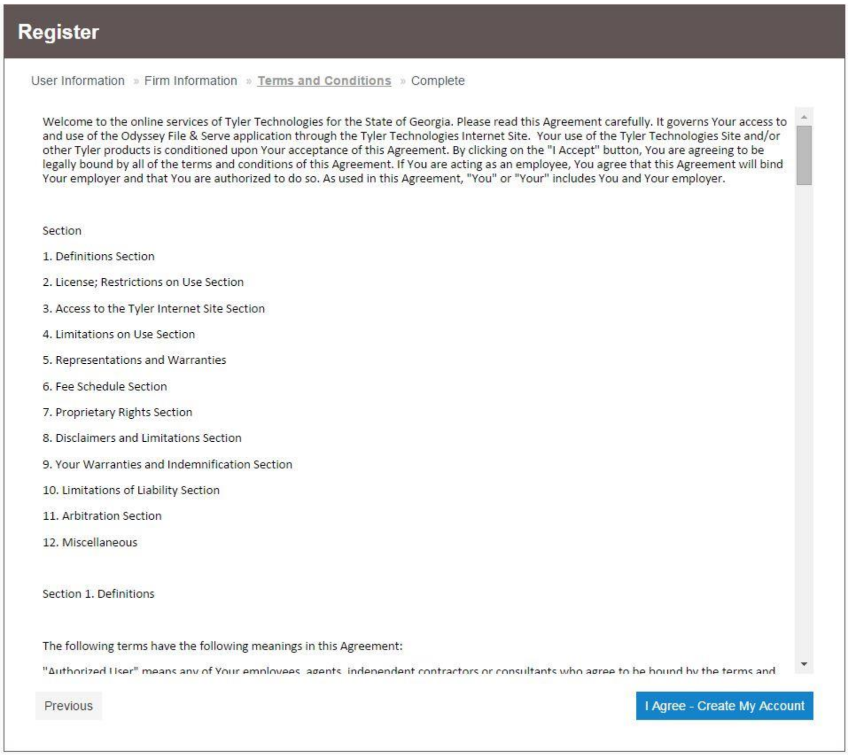
Complete the Firm Information fields: Boxes or fields outlined in RED are required.

- Firm Name
- Address
- City
- State
- Zip
- Phone Number

After you fill out the required fields, click the Next button in the bottom right corner.



You will be directed to **Terms and Conditions**. You can copy and paste the Terms and Conditions into a Word Document if you would like to save them for your records. You must click on I Agree – Create My Account button on the bottom right corner to continue.



A message confirming your account registration will appear. You will need to go to your email and click on the link. It will direct you to a page that tells you Congratulations you have successfully activated your account. You can then login to your e-filing account.

Add a Payment Account

FAQ: A payment account is required to be added to your eFile account in order to submit filings. Even if the fee for a filing is zero, the site will still ask you to select a payment account in the event the court needs to adjust/capture any fees in processing.

How to Add a Payment Account:

Follow these steps to add a payment account:

1. Click the orange **Actions** button in the top right-hand corner.

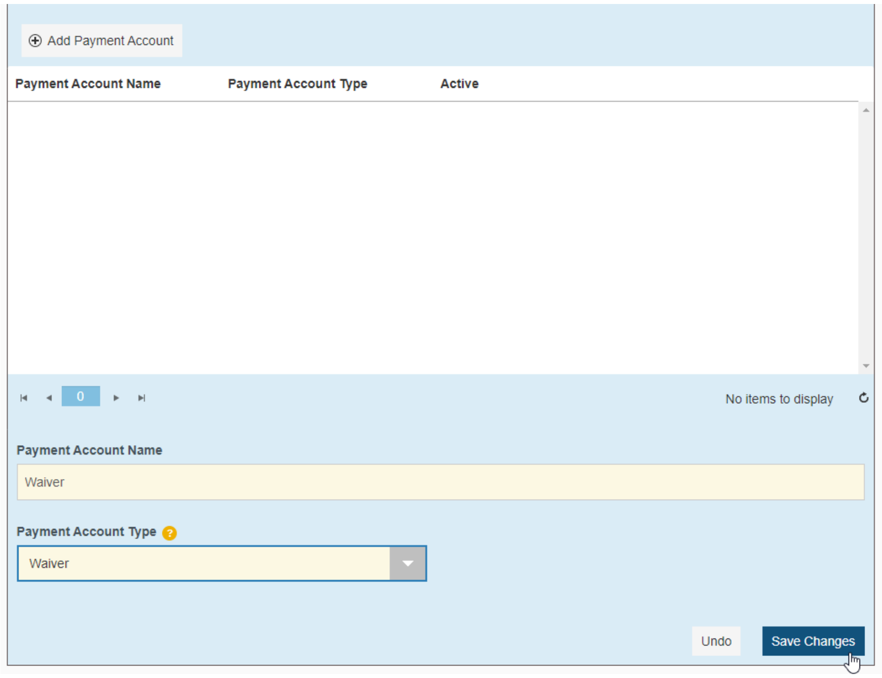
2. Click **Payment Accounts** in the list.

3. The **Payment Accounts** page will appear. Click **+Add Payment Account** in the top left corner.

4. In the **Payment Account Name** field, type in a name for the payment account you want to add

5. Click the drop-down list under **Payment Account Type** and choose Waiver

6. Click the **Save Changes** button in the bottom right corner. Your payment account will be saved on the e-File site.

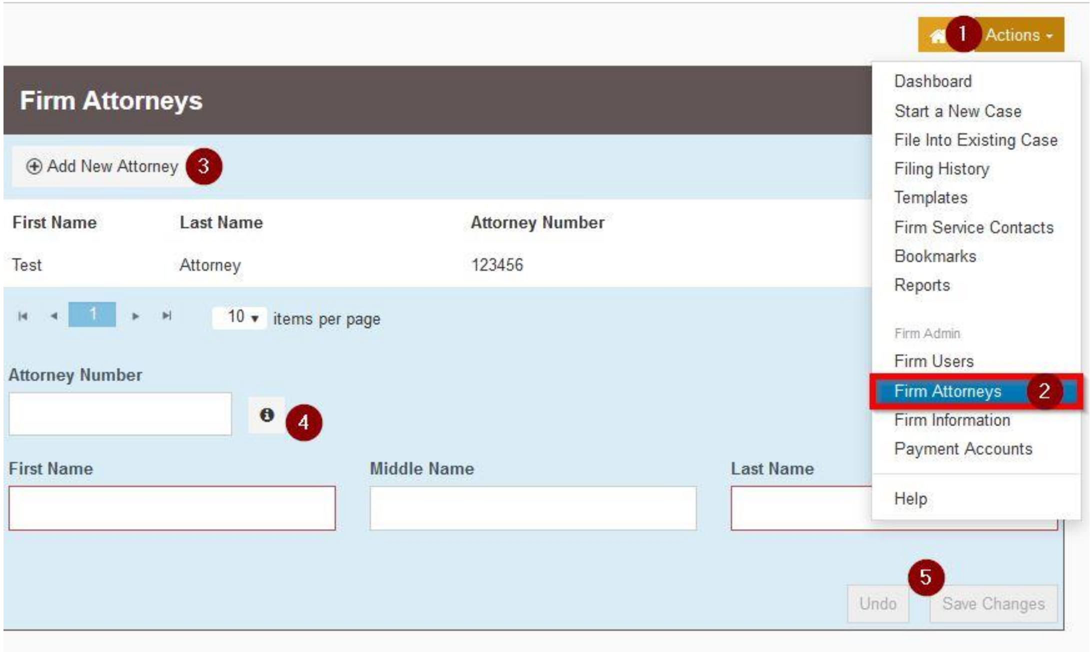


Add a Firm Attorney

This is a list of attorneys in your firm. This enables an attorney name to appear in a Lead Attorney or Filing Attorney drop down box while in the e-Filing process.

Only Firm Administrators can add attorneys to the account. To add an attorney to your firm please follow these steps:

1. Click the orange Actions button in the upper right-hand corner
2. Click on Firm Attorneys
3. Click the '+Add New Attorney' button on the left side of the screen.
4. Fill out the Attorney number and then click Verify.
5. Click Save Changes



Note: Firm Attorneys are not automatically added as users nor service contacts within the account.

The Firm's Service Contact

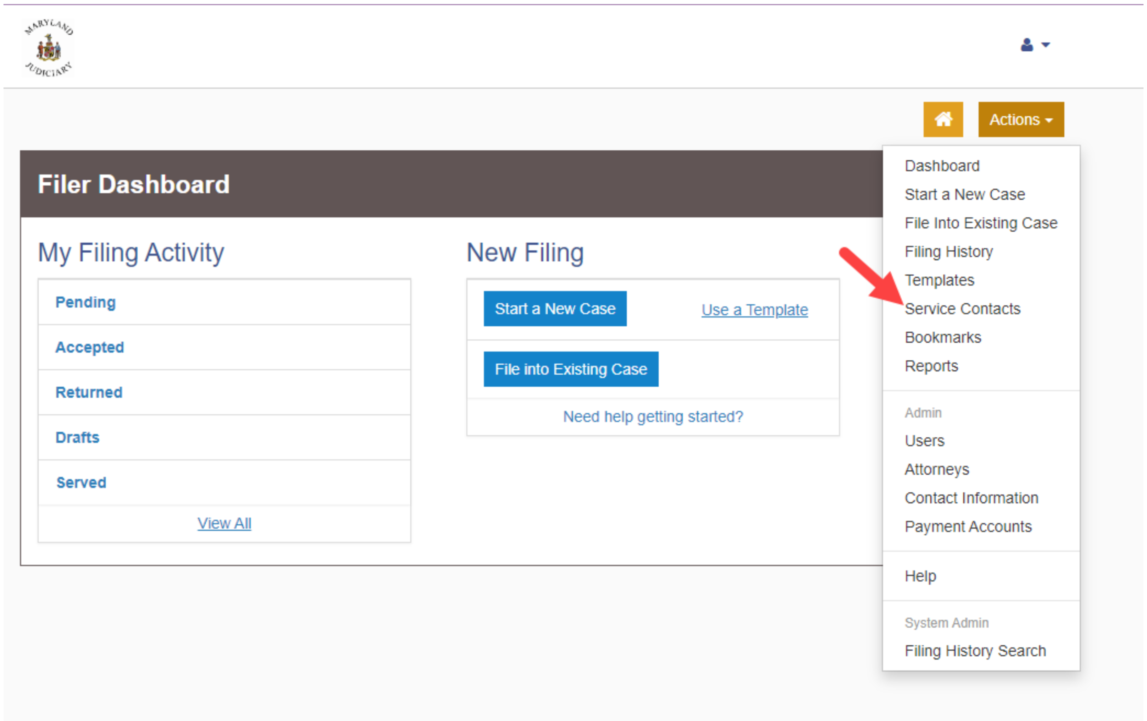
Firm Service Contacts – Is a master list of email service contacts within a Firm Account. This list of emails will then be used to attach to individual cases.

Best Practice Recommendation: It is recommended that a user should only add themselves, or another member of their firm, to this list. Only the firm that creates the contact can maintain the contact (update any contact information, such as email or address) and remove themselves from any cases they are erroneously

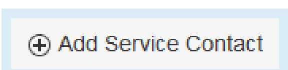
added to.

1. Click the orange Actions button to the top right

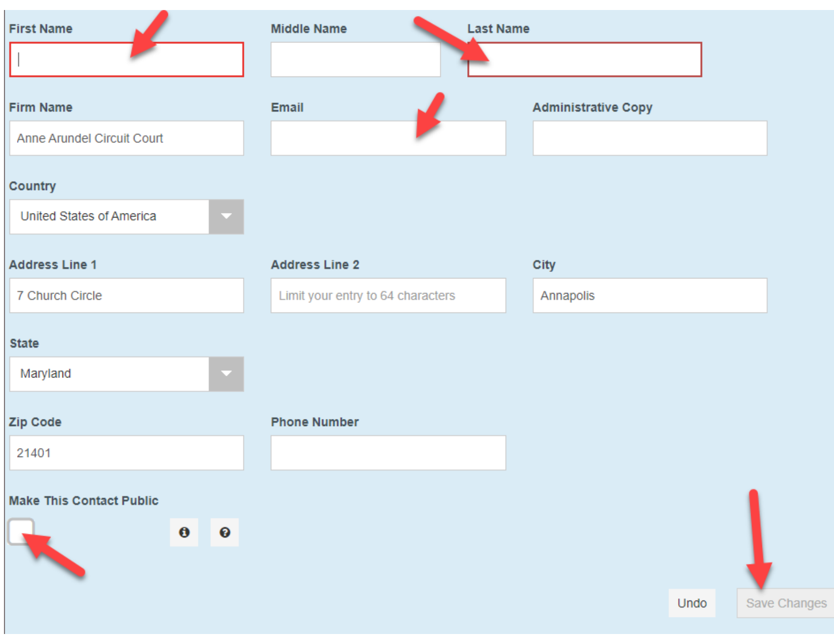
2. Click Service Contacts



To add a contact to the Service Contacts, select the ***+ Add Service Contact*** button at the top of the page.



Enter the information for the contact you are creating and click ***Save Changes***.



Note: Be sure to click the Make Public check box. This way if your service contact email is not on a case but another efiler wishes to serve you they can find you on the Public Service Contact List.