

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.

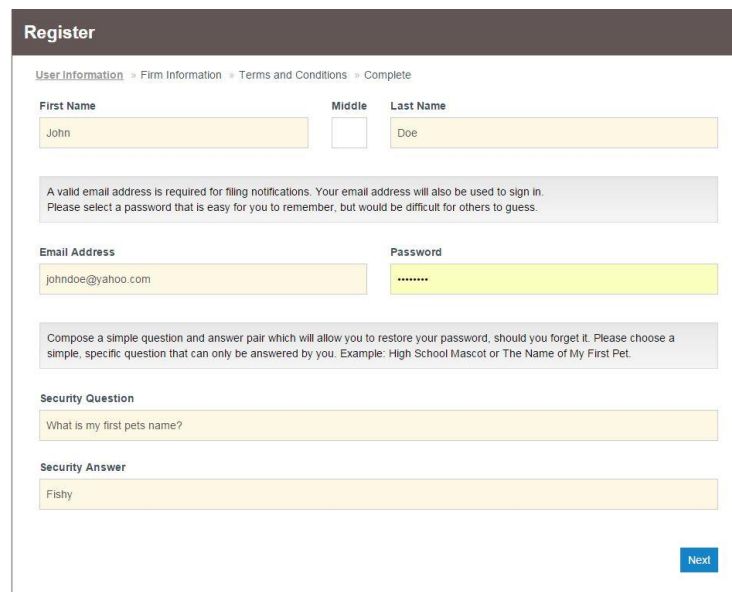
Please follow the steps below to register for a new account.

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](#)

A screenshot of a "Register" form. The form is titled "Register" and has a breadcrumb trail: "User Information > Firm Information > Terms and Conditions > Complete". The form contains several input fields: "First Name" (John), "Middle" (empty), "Last Name" (Doe), "Email Address" (johndoe@yahoo.com), "Password" (masked with dots), "Security Question" (What is my first pets name?), and "Security Answer" (Fishy). A blue "Next" button is located at the bottom right of the form.

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.

The screenshot shows a registration form with the following sections:

- Registration Options:** Two columns of options. The left column, 'Register for a Firm Account', is highlighted with a red border and includes a checked checkbox. The right column, 'Register for a Self-Representative Account', is not highlighted and has an unchecked checkbox.
- Warning:** A red-bordered box contains the text: 'Before you register for a Firm Account, please check with your firm to ensure an account has not already been created. If your firm has already been created, please ask your firm administrator to invite you to join the firm.'
- Firm Information:** A section with several red-bordered input fields:
 - Firm Name:** 'Law offices of John Doe'
 - Country:** 'United States of America' (dropdown menu)
 - Address Line 1:** '123 Main Street'
 - City:** 'Plano'
 - State:** 'Texas' (dropdown menu)
 - Zip Code:** '75071'
 - Phone Number:** '555-555-5555'
- Require administrator approval of new user registration:** A checked checkbox.
- Navigation:** 'Previous' button on the left and 'Next' button on the right.

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.

Register

User Information > Firm Information > **Terms and Conditions** > Complete

Welcome to the online services of Tyler Technologies for the State of Georgia. Please read this Agreement carefully. It governs Your access to and use of the Odyssey File & Serve application through the Tyler Technologies Internet Site. Your use of the Tyler Technologies Site and/or other Tyler products is conditioned upon Your acceptance of this Agreement. By clicking on the "I Accept" button, You are agreeing to be legally bound by all of the terms and conditions of this Agreement. If You are acting as an employee, You agree that this Agreement will bind Your employer and that You are authorized to do so. As used in this Agreement, "You" or "Your" includes You and Your employer.

Section

1. Definitions Section
2. License; Restrictions on Use Section
3. Access to the Tyler Internet Site Section
4. Limitations on Use Section
5. Representations and Warranties
6. Fee Schedule Section
7. Proprietary Rights Section
8. Disclaimers and Limitations Section
9. Your Warranties and Indemnification Section
10. Limitations of Liability Section
11. Arbitration Section
12. Miscellaneous

Section 1. Definitions

The following terms have the following meanings in this Agreement:

"Authorized User" means any of Your employees, agents, independent contractors or consultants who agree to be bound by the terms and

[Previous](#) [I Agree - Create My Account](#)

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.

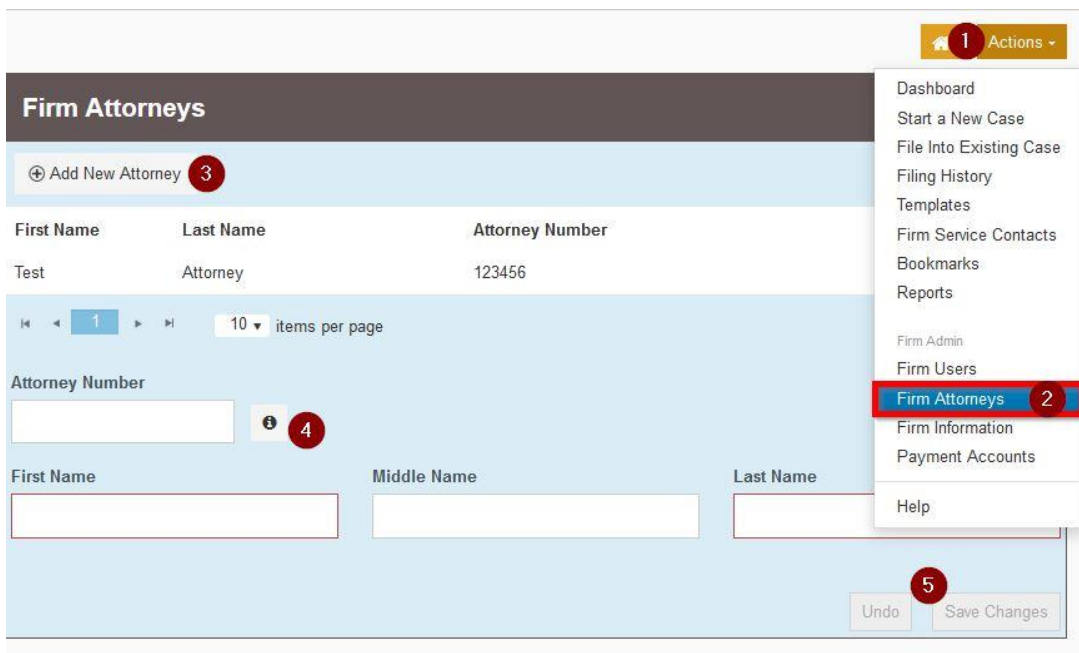
The screenshot displays a web application interface for managing payment accounts. At the top left, there is a button labeled '+ Add Payment Account'. Below this is a table with the following columns: 'Payment Account Name', 'Payment Account Type', and 'Active'. The table is currently empty. Below the table, there is a pagination bar showing '0' items and 'No items to display'. Below the pagination bar, there are two input fields: 'Payment Account Name' with the value 'Waiver' and 'Payment Account Type' with a dropdown menu showing 'Waiver'. At the bottom right, there are two buttons: 'Undo' and 'Save Changes'.

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.

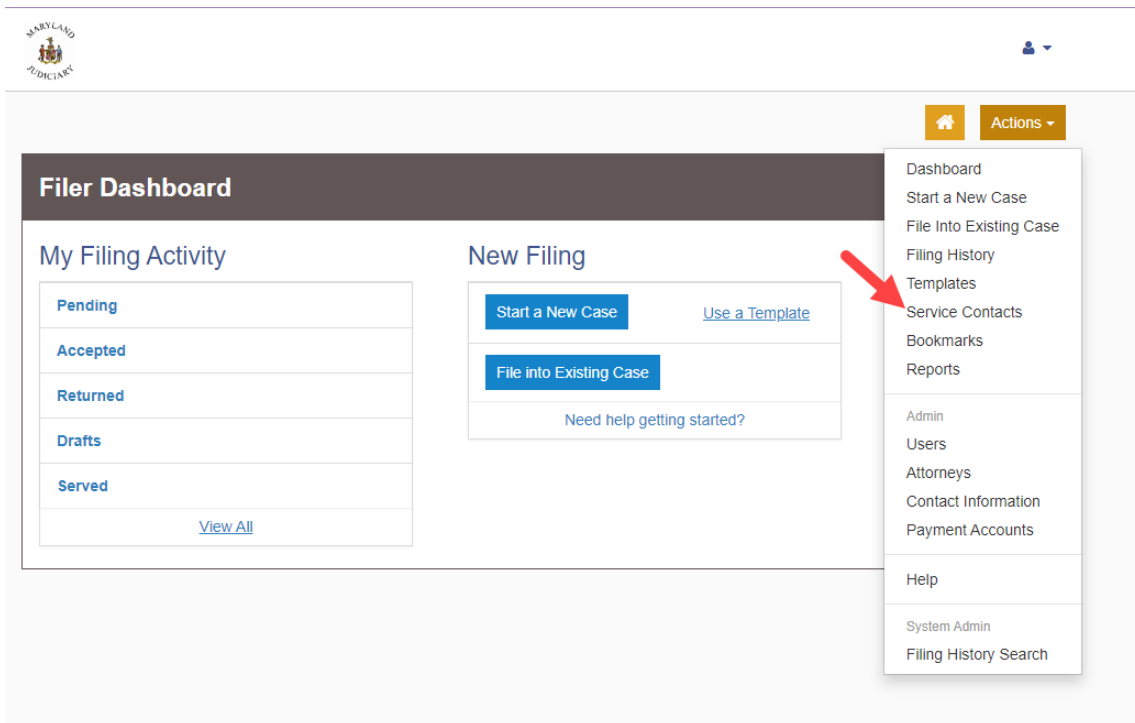
The Firm's Service Contact

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.

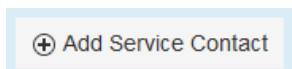
Best Practice Recommendation: It is recommended that a user should only add themselves, or another member of their firm, to this list. Only the firm that creates the contact can maintain the contact (update any contact information, such as email or address) and remove themselves from any cases they are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