

The background of the slide features a photograph of the Indiana State Capitol building. The building is a grand, classical-style structure with a prominent green dome on the right side. The facade is made of light-colored stone or marble, with several tall, fluted columns supporting a pedimented roof. A clock tower is visible on the right side of the building. The sky is a clear, bright blue. The text is overlaid on a dark blue horizontal band that spans across the middle of the image.

File & Serve *Indiana*™

USER GUIDE

Registering a
New Account

File & Serve *Indiana*

REGISTERING A NEW ACCOUNT

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FILE & SERVE INDIANA RESOURCES

File & Serve Indiana has many resources available to you in order to address your questions and concerns:

- **File & Serve Indiana Client Support** is available to assist you with technical, ID, functionality and any other questions you may have. You can contact Client Support at 888.529.7587.
- **File & Serve Indiana Microsite** contains helpful information for using the File & Serve Indiana system. The File & Serve Indiana Microsite houses our training registration information, user guides, pricing, and more. Click [here](#) to access the microsite.
- **File & Serve Indiana Login Page** is where you can find password help, a link to the registration page, and links for help and contact information. Click [here](#) to access the login page.

FILE & SERVE INDIANA REGISTRATION OVERVIEW

This File & Serve Indiana User Guide provides a convenient source of information to help you efficiently register an account.

Please note that if you have already registered your email address with eFile Indiana, you should be able to login with your email address. If you are not sure if you have already registered your email, click the “Forgot Password” link and enter it in the Email ID field. If you have not already registered your email, you will receive the following message:

No user is registered with that email address ✕

Before You Begin

1. Refer to the appropriate court rules on electronic filing prior to using File & Serve Indiana to ensure that you are in compliance with local requirements.
2. Check our minimum system requirements to be sure your computer is correctly configured for using File & Serve Indiana.
3. If you need assistance, call our Client Support line at 1-888-529-7587.

File & Serve Indiana™

Logging in to File & Serve Indiana

Username

Password

Login

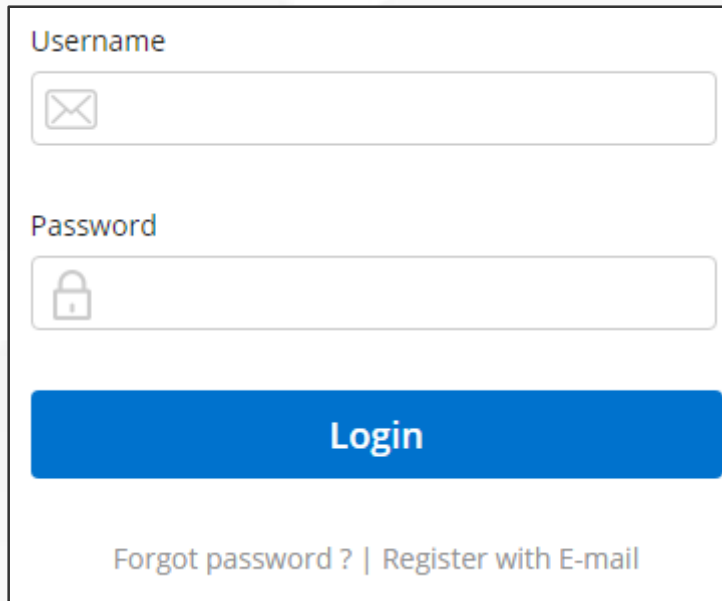
Forgot password ? | Register with E-mail

1. Before using File & Serve Indiana, you must have an ID and Password. If you do not have these, click the *Register with E-mail* link on the Login page.
2. Open your internet browser and click [here](#) to access the login page.
3. Enter your ID and password and click **Login**.

REGISTERING A NEW ACCOUNT

To register your new account, follow these steps.

1. Go to www.fileandserveindiana.com.
2. Click on the *Register with E-mail* hyperlink below the *Login* button.

A screenshot of a login/register form. It features two input fields: the first is labeled 'Username' and contains an envelope icon; the second is labeled 'Password' and contains a padlock icon. Below these fields is a prominent blue button with the text 'Login'. At the bottom of the form, there is a link that reads 'Forgot password ? | Register with E-mail'.

3. This will bring you to a new screen for registering your account.

SIGN UP WITH EMAIL

1. Enter your First Name, Middle Name (optional), and Last Name.
2. Enter your email address.
3. Enter and confirm your password.
4. Enter your address including City, State, and Country.
5. Enter your telephone number.
6. Review terms of use and click the check box to accept.
7. Click continue.

Sign Up with Email

First Name: Training Middle Name: Last Name: Attorney1

Email: fileandserve_indiana@outlook.com

Password: Confirm Password:

Street Address Line1: 500 E. John Carpenter Fwy Street Address Line2:

City: Irving State: Texas Zip Code: 75062

Country: United States Phone Number: (555) 555-5555 [I accept terms of use](#)

Continue Cancel

ANSWER SECURITY QUESTION

1. Create your security question and answer.
2. Choose either Non-Law Firm User or Law Firm Administrator.
3. If you choose "Law Firm Administrator", enter a firm name.
4. Click "Complete Registration and Begin Filing".

Answer Security Question

Answer Security Question

Security Question

Enter Security Answer

Note: If you are part of a law firm, create a law firm admin account or contact your firm admin to join the firm's account.

Non-Law Firm User ▾

Non-Law Firm User

Law Firm Administrator

Firm Name

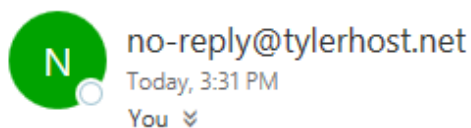
 ✕

Complete Registration and Begin Filing

ACTIVATION

1. An “activation” email will be sent your email address.
2. When the email arrives, click on “Click to Activate Account” to activate.

Activate your new user account for efileing



Wunderlist | Evernote



You have been registered with the E-Filing System. Please click on the link below to activate your account.

[Click to Activate Account](#)

We recommend the you promptly change your password.

You have been registered with the Indiana E-Filing System. Link to activate your account has been sent to your Email address.

OK