# Checklist for Firm Administrators

☐ **Registration:**
Register yourself on File & ServeXpress ("FSX") as the Firm Administrator. Then, add your attorneys and support staff so they each have respective FSX accounts.

☐ **eFiling/eService:**
Decide on a firm policy for who will be doing the eFiling/eService. We recommend the support staff conduct the eFiling/eService. If the attorneys are eFiling/eServing, notifications can be sent to the support staff by the attorney.

☐ **Roll-Out:**
Partner with your dedicated FSX staff to work with the firm's expectations and plan for integration into the firm's workflow, related communications to firm employees, training dates and times. Please note FSX staff will deliver the implementation of your expectations, plan for integration, and related communications for your office(s) if preferred.

☐ **Training:**
Develop a training schedule with FSX for every 30, 60, and 90 days to educate on product enhancements, for new hires, and any new rules or jurisdictions available for eFiling and eService, and CLEs.

☐ **Billing:**
Enroll in monthly billing, where applicable, to ensure ease of reconciliation across all office locations.