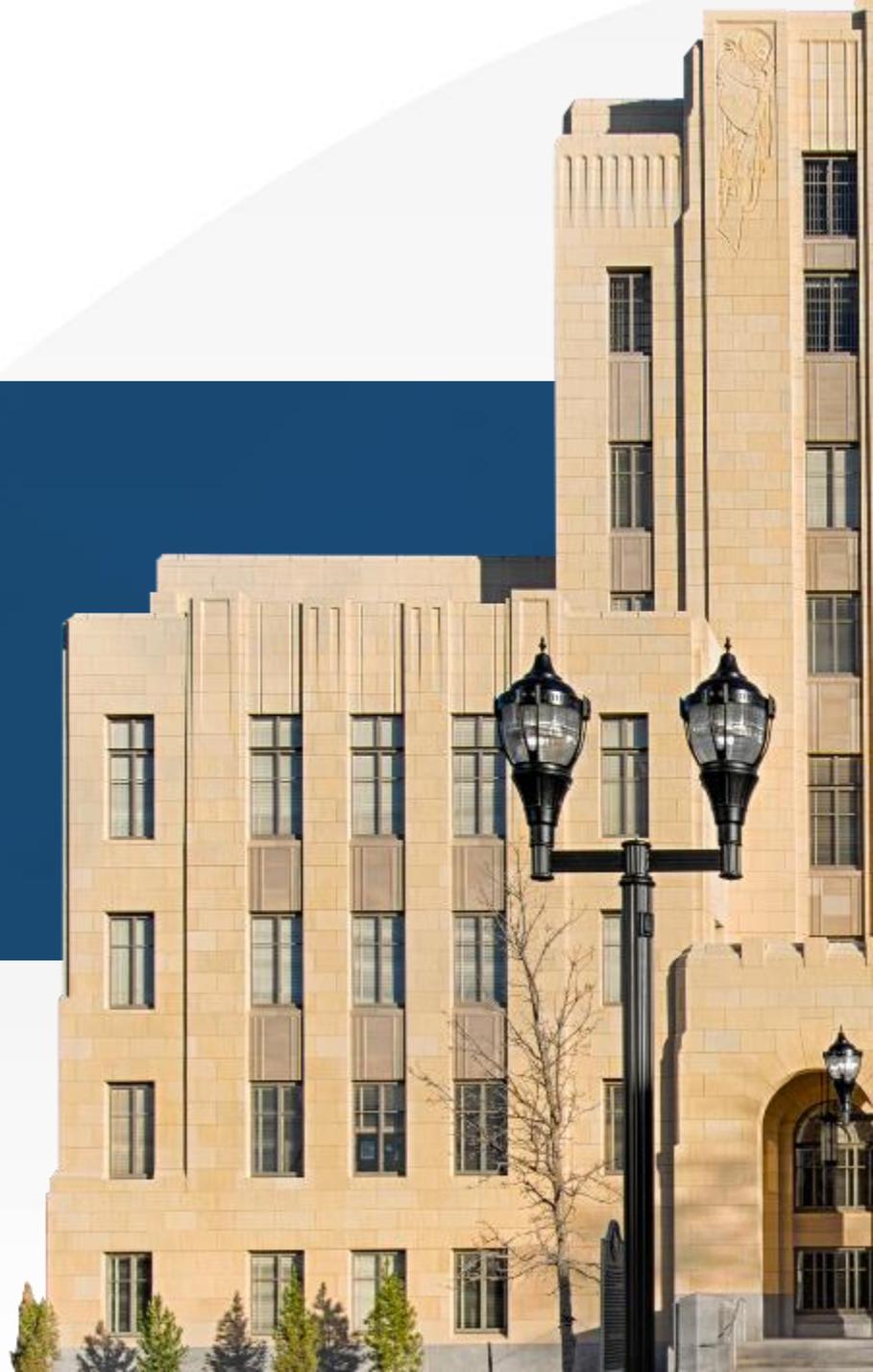


File & Serve *Texas*™

USER GUIDE
New Registration



File & Serve *Texas*

NEW REGISTRATION

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FILE & SERVE *TEXAS* RESOURCES

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

- **File & Serve *Texas* 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 *Texas* Microsite** is available from the File & Serve *Texas* homepage by clicking on the link in the center of your screen. The Microsite contains our training registration information, jurisdiction specific rules and procedures, user guides, pricing, and more. Click [here](#) to access the Microsite.
- **File & Serve *Texas* 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.

ACCOUNT REGISTRATION OVERVIEW

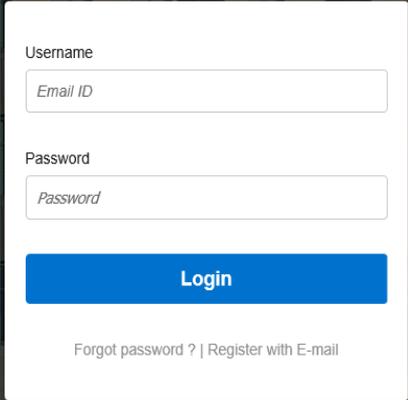
The File & Serve *Texas* User Guide provides a convenient source of information to help you efficiently register a new account.

Before You Begin

1. Check your minimum system requirements to be sure your computer is correctly configured for using File & Serve *Texas*.
2. Before using File & Serve *Texas*, you must have an ID and password. To create a User ID and Password, go to <https://www.fileandservetexas.com> and follow the steps in this guide, or you can use your existing Efile Texas username and password.*
3. If you need to join an existing law firm, contact your Firm Administrator to join the firm's account.
4. If you need assistance, call our Client Support line at 1-888-247-2051. Our Client support representatives are available 24/7/365.

*This is not the same as an existing File & Serve*Xpress* username/password.

Logging in to File & Serve *Texas*



Username
Email ID

Password
Password

Login

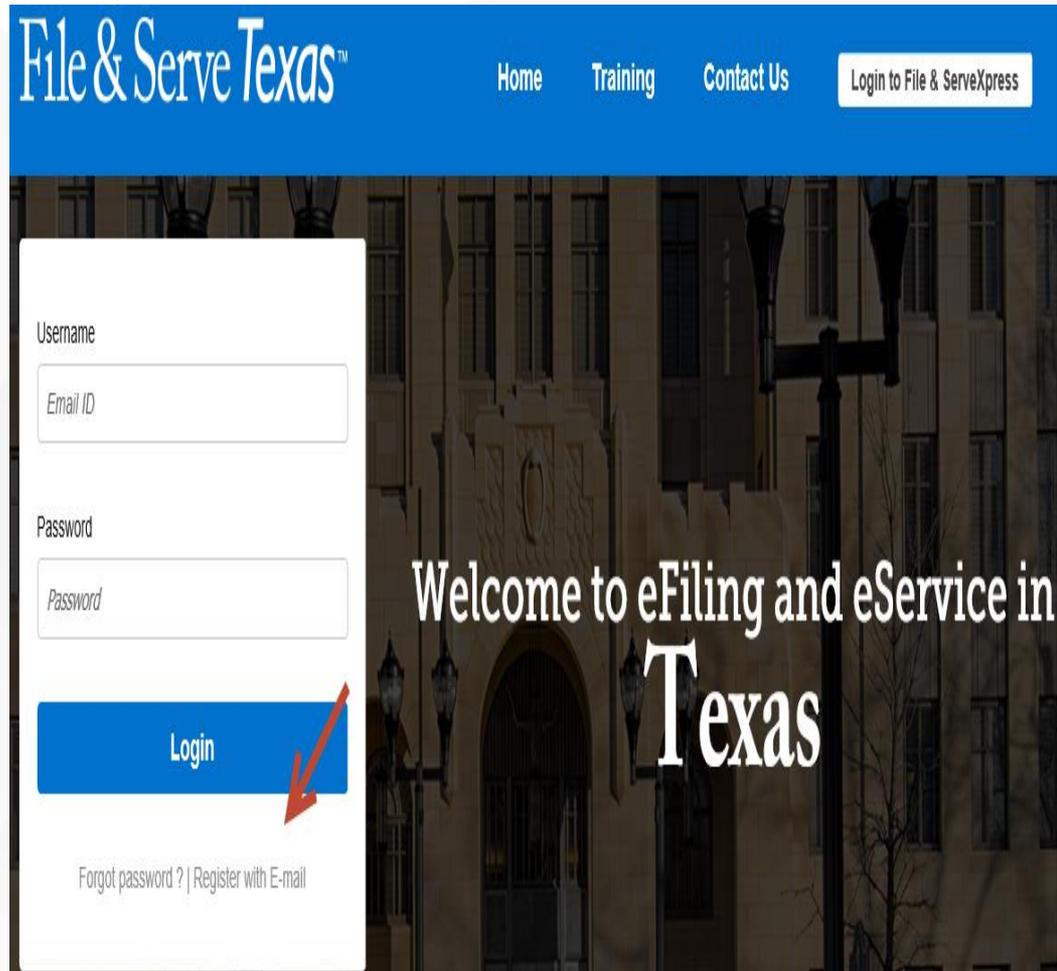
Forgot password ? | Register with E-mail

1. Open your browser and go to www.fileandservetexas.com.
2. Enter your Username and Password and click **Login**.
3. You may also login with your Efile Texas Username and Password if you already have one.

REGISTERING A NEW ACCOUNT

To register a new account for File & Serve *Texas*, follow these steps:

1. Go to www.fileandservetexas.com
2. Click on “Register with Email.”



The screenshot shows the File & Serve Texas website interface. At the top, there is a blue navigation bar with the logo "File & Serve Texas™" on the left, and links for "Home", "Training", and "Contact Us" on the right. A button labeled "Login to File & ServeExpress" is also present in the top right. Below the navigation bar, the main content area features a large banner with the text "Welcome to eFiling and eService in Texas" overlaid on a background image of a building. In the foreground, a white login form is displayed. The form has two input fields: "Username" (with a placeholder "Email ID") and "Password" (with a placeholder "Password"). Below these fields is a blue "Login" button. A red arrow points to the "Login" button. At the bottom of the form, there are links for "Forgot password?" and "Register with E-mail".

REGISTERING A NEW ACCOUNT *(continued)*

You will be brought to the registration form:

3. Enter your information into the fields: First Name, Middle Name, Last Name, Email, Password, Confirm Password, Street Address Line1 (if necessary, Street Address Line2), City, State, Zip Code, Country, and Phone Number.
4. Click on the “I accept terms of use” link to read the terms.
5. Click the box for “I accept terms of use” if you accept the terms of use.
6. Click on “Continue” to proceed or “Cancel” to cancel your registration.

The screenshot shows a registration form titled "Sign Up with Email". The form contains the following fields and elements:

- First Name, Middle Name, and Last Name (text input fields)
- Email (text input field)
- Password and Confirm Password (text input fields)
- Street Address Line1 and Street Address Line2 (text input fields)
- City (text input field)
- State (dropdown menu with "Select" and a downward arrow)
- Zip Code (text input field)
- Country (dropdown menu with "United States" and a downward arrow)
- Phone Number (text input field)
- A checkbox labeled "I accept terms of use" (with the text in red)
- Two buttons at the bottom: "Continue" (blue) and "Cancel" (red)

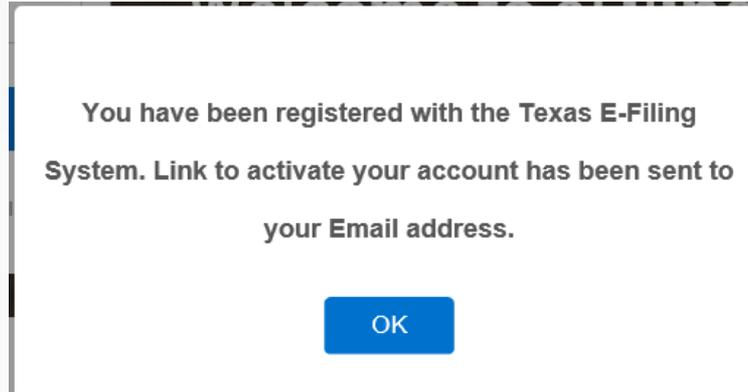
REGISTERING A NEW ACCOUNT *(continued)*

7. You will be taken to the Security Question page. Enter and answer your security question.
8. Using the drop-down menu, choose “Non-Law Firm User” if you are a self-represented user and not a part of a law firm.
9. Choose “Law Firm Administrator” if you are registering a new law firm account and will need to add additional users to that account. You will be asked to enter a firm name for your new firm account.
10. If you need to join an existing law firm, contact your Firm Administrator to join the firm’s account.
11. Click on “Complete Registration and Begin Filing” to register your account.

The screenshot shows the 'Answer Security Question' page on the File & Serve Texas website. At the top left is the 'File & Serve Texas' logo, and at the top right is a 'Login to File & ServeXpress' button. The main content area has a blue header with the text 'Answer Security Question'. Below this, there is a section titled 'Answer Security Question' containing two input fields: 'Security Question' and 'Enter Security Answer'. A note below the fields reads: '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.' Below the note is a dropdown menu with 'Non-Law Firm User' selected. The dropdown list shows 'Non-Law Firm User' and 'Law Firm Administrator'. At the bottom of the form is a blue button labeled 'Complete Registration and Begin Filing'.

REGISTERING A NEW ACCOUNT *(continued)*

12. You will receive the following message:



13. Check your email Inbox for your activation link from No-Reply@eFileTexas.gov:

A screenshot of an email activation link. The text reads: "No-Reply@eFileTexas.gov" followed by a vertical line, and "Activate your new user account for eFiling" below it.

REGISTERING A NEW ACCOUNT *(continued)*

14. Click on the “Click to Activate Account” hyperlink to complete the registration process.



New User Activation

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

[Click to Activate Account](#)

Please update your password after you log into your account.

For technical assistance, contact your service provider

File & Serve *Texas*™

Online: www.fileandservetexas.com
Phone: (888) 529-7587
Available 24x7 and online with chat

Please do not reply to this email. It was automatically generated.

File & Serve *Texas*™

REGISTERING A NEW ACCOUNT *(continued)*

15. A new page will pop-up with “File & Serve Texas”. Click on “Sign in now.”



16. You will automatically be directed to www.fileandservetexas.com to log into the platform and begin filing.