

File & Serve *Illinois*™

## USER GUIDE

Registering a  
New Account



# File & Serve *Illinois*

## REGISTERING A NEW ACCOUNT

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## FILE & SERVE ILLINOIS RESOURCES

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

- **File & Serve Illinois 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 Illinois Web Site** contains helpful information for using the File & Serve Illinois system. The File & Serve Illinois Web Site houses our training registration information, user guides, pricing, and more. Click [here](#) to access the web site.
- **File & Serve Illinois 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.
- **Supreme Court of Illinois Electronic Filing Procedures and User Manual** contains the definitions and rules published by the Supreme Court. Click [here](#) to access the document.

# FILE & SERVE ILLINOIS REGISTRATION OVERVIEW

This File & Serve Illinois 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 Illinois, 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 Illinois 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 Illinois.
3. If you need assistance, call our Client Support line at 1-888-529-7587.

File & Serve Illinois™

## Logging in to File & Serve Illinois

Username

Password

Login

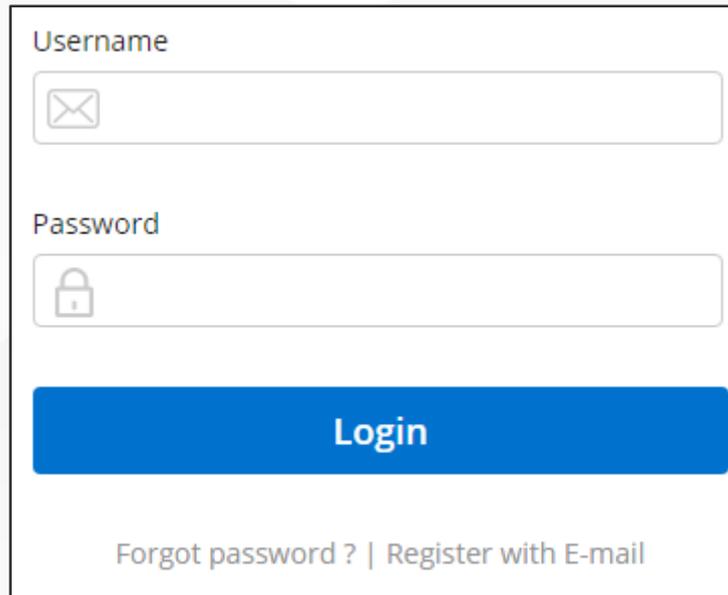
[Forgot password ?](#) | [Register with E-mail](#)

1. Before using File & Serve Illinois, 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.fileandservellinois.com](http://www.fileandservellinois.com).
2. Click on the *Register with E-mail* hyperlink below the *Login* button.



The image shows a login form with the following elements:

- A label "Username" above a text input field containing an envelope icon.
- A label "Password" above a text input field containing a padlock icon.
- A blue button labeled "Login".
- Links for "Forgot password ?" and "Register with E-mail" below the button.

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

# 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 eFiling

 no-reply@tylerhost.net  
Today, 4:15 PM  
fsil\_training@outlook.com

Inbox

 **ODYSSEY**  
**eFileIL™**

**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](#)

If the link above is not accessible, copy this URL into your browser's address bar to view the document:  
<https://illinois-stage.tylerhost.net/ActivateAccount.aspx?id=ded5fd86-6dd6-4664-95eb-63f9f1363325&oid=OFS3TEST&cid=ILSTAGE>

Please update your password after you log into your account.

For technical assistance, contact your service provider

Odyssey File & Serve  
(800) 297-5377