



File & Serve *California*™

USER GUIDE

Registering a New Account

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What's Inside

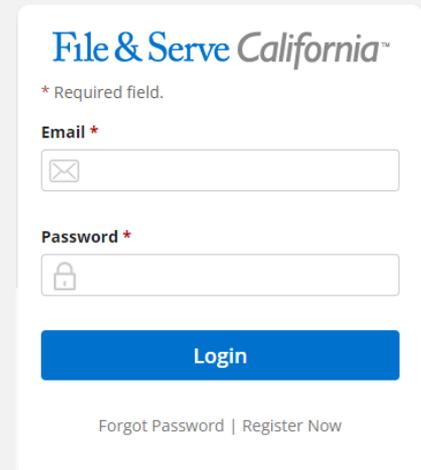


File & Serve *California* (FSCA) has many resources available to you in order to address your questions and concerns:

- **FSCA 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. They are available 24/7/365.
- The **FSCA** website (www.fileandservecalifornia.com) contains helpful information for using the FSCA system. The website houses our training registration information, user guides, pricing, and more.

FSCA REGISTRATION OVERVIEW

Logging in to FSCA



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* Required field.

Email *

Password *

Login

Forgot Password | Register Now

This FSCA User Guide provides a convenient source of information to help you efficiently register a new account.

IMPORTANT: If you have registered your email address with Odyssey eFileCA, the same username and password can be used with FSCA.

Before You Begin

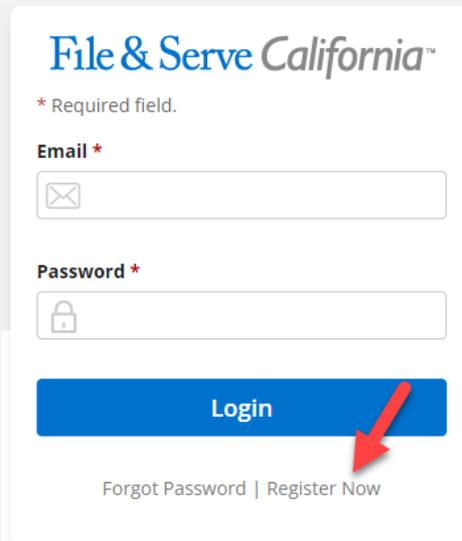
1. Refer to the appropriate court rules on electronic filing prior to using FSCA to ensure that you are in compliance with local requirements.
2. Check our minimum system requirements for using FSCA.
3. If you need assistance, call our Client Support line at 1-888-247-2051. They are available to assist 24/7/365.

1. Open Chrome, Safari, or Firefox go to www.fileandservealifornia.com
2. Enter your Username and Password and click **Login**.
3. **If you do not have a Username/Password, please contact your Firm Administrator.**

REGISTERING A NEW ACCOUNT

To register your new account, follow these steps:

1. Go to www.fileandservicecalifornia.com
2. Click on *Register Now*
3. This will bring you to a new screen for registering your account



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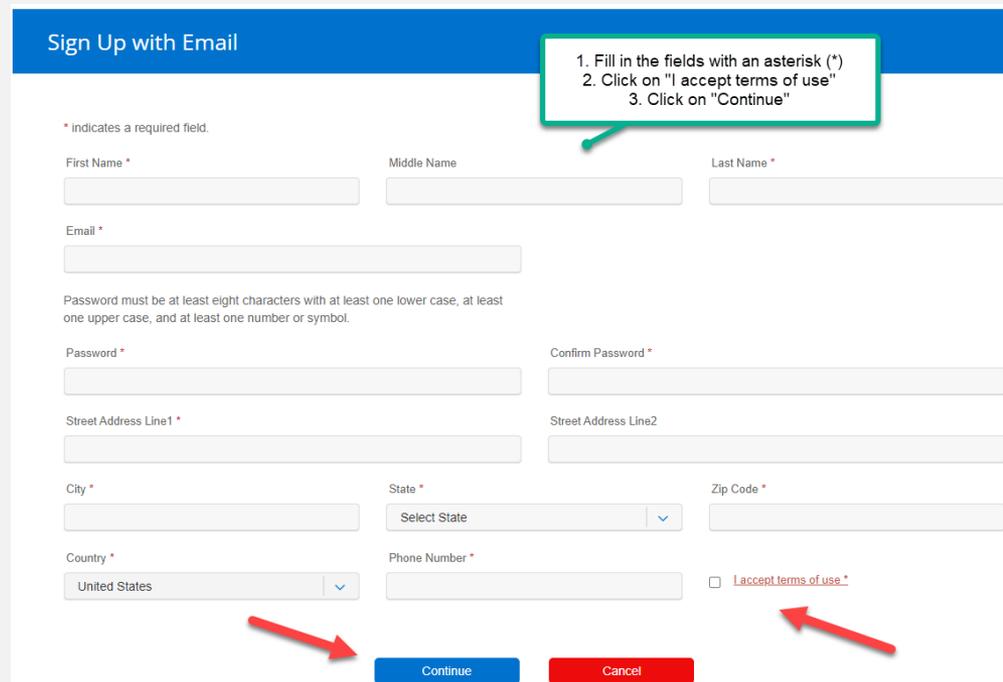
* Required field.

Email *

Password *

Login

[Forgot Password](#) | [Register Now](#)



Sign Up with Email

1. Fill in the fields with an asterisk (*)
2. Click on "I accept terms of use"
3. Click on "Continue"

* Indicates a required field.

First Name * Middle Name Last Name *

Email *

Password must be at least eight characters with at least one lower case, at least one upper case, and at least one number or symbol.

Password * Confirm Password *

Street Address Line1 * Street Address Line2

City * State * Zip Code *

Country * Phone Number *

[I accept terms of use.*](#)

Continue **Cancel**

REGISTERING A NEW ACCOUNT

(continued)

4. Fill out the necessary fields in “Answer Security Question”
5. Click on “Complete Registration and Begin Filing”

The screenshot shows a registration form titled "Answer Security Question". It includes several input fields and a dropdown menu, with callouts providing instructions. A red arrow points to the "Complete Registration and Begin Filing" button.

Answer Security Question

Answer Security Question

* indicates a required field.

Security Question *

What color is your dog

Enter Security Answer *

Brown

User Type *

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.

Law Firm Administrator

Firm Name *

Law Firm Administrator must enter Firm Name

Easy to Remember! Make up your own Security Question and Answer.

User Type will be Non-Law Firm User or Law Firm Administrator

Complete Registration and Begin Filing

REGISTERING A NEW ACCOUNT

(continued)

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6. Go to the email address that you registered with for FSCA
7. You should have a “no-reply” email, Subject: “File & Serve new user activation”
8. Open the email and click on “Activate Account”. Your account is now activated

no-reply@efilingmail.tylertech.cloud

to me ▾

Contact Your Service Provider With Any Questions

Odyssey File & Serve

(800) 297-5377

This message was automatically generated. Do not reply to this e-mail.

A new user has been registered. Please click on the link below to activate your account.

[Activate Account](#)

