File & ServeXpress Registration Information for Wyoming

If this is your firm's first use of File & ServeXpress, you will need to create an account. Your firm must designate a user from your firm to create your account and add users. The designated user will follow the "Instructions for New Subscribers" in Section A below. An Organization Administrator must be selected upon logging in for the first time. The Organization Administrator will have the permissions to add/remove users, reset passwords, and update organization information, among other permissions.

If your firm has a File & ServeXpress account, contact your firm's organization administrator to obtain a user name & password for yourself and anyone else who will need to serve or access documents in the case(s). The administrator will follow the "Instructions for Existing Subscribers" in Section B below.

To find out if your firm currently has a registered File & ServeXpress account, or to find out the name of your administrator, please call Client Support at 1.888.529.7587.

Section A: Instructions for New Subscribers
(Administrator sets up account and registers users)

1. Visit https://os.fileandservexpress.com/web/ui/welcomepage.aspx to begin the registration process.
2. Add organization information.
3. Add user information for your firm's primary contact.
4. Add user information for every attorney and staff member in your firm who will need a user ID and password. Include full name, phone, fax, email and bar number (for attorneys). **All attorneys of record must have a user ID and password.**
5. Review system requirements.
6. Review and accept the "Terms of Service Agreement".

Mandatory Proficiency Exam
1. Once your account is registered, the registration will be held in queue until the users have passed the WY eFiling Proficiency exam.
2. Each user will receive a certification code when they pass the exam, and they will be emailed their username and password.
3. Once they receive their credentials, they can log into the system and update their password*.

![File & ServeXpress™ logo]

*Important Note: At least one Attorney in the firm must pass the exam for the account to have advanced features such as electronic filing and service and docket and document access. Until at least one attorney in the firm has passed the exam, the users will have limited access.

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 Section B: Instructions for Existing Subscribers
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(Administrator registers new users)

1. Sign on to https://secure.fileandservexpress.com/Login/Login.aspx
2. Click "File & Serve*Xpress* Preferences" in the upper-right hand corner of the screen.
3. Click the Add User link in the left-hand column under *My Organization Profile*.
4. Enter user information for every attorney and staff member who will need a user ID and password. Include the individual's full name, phone, fax, email and bar number (for attorneys). **All attorneys of record must have a user ID and password.**

Mandatory Proficiency Exam

1. If your account is already active in the system and you are an attorney, be sure to add your WY Bar ID in Preferences.
2. Send an email to support@fieandserve.com and request to be added to the WY Proficiency Exam database and for the link to the exam to be emailed to you.
3. Each user will receive a certification code when they pass the exam, and they will subsequently be allowed to eFile in WY Courts.