

# Wyoming Law Firm User Onboarding Checklist

File & ServeXpress is the exclusive eFiling service provider for Wyoming Chancery and District Courts.

**In order to eFile with FSX, law firm users must complete the following steps:**

## **Attend eFiling Training**

- All filers must pass a mandatory eFiling Proficiency Exam before filing with File & ServeXpress. Everything you need for the exam is included in our eFiling training sessions and resources.
- You can register for a live eFiling training, watch a pre-recorded training session, and access additional resources at the following link: <https://fileandservexpress.com/wyoming>

## **Register for a File & ServeXpress Law Firm Account**

- All attorneys and support staff members must register for an FSX account at the following link: <https://www.fileandservexpress.com/register>

## **Take the eFiling Proficiency Exam**

- After you have registered for FSX, you will receive an email with a link to take the eFiling Proficiency Exam.
- Be sure to watch an eFiling training session before taking the exam. Everything in the exam is covered in the eFiling training session and resources.

## **Obtain your FSX ID and Temporary Password**

- After you have passed the eFiling Proficiency Exam, you will receive an email with your FSX user ID and temporary password.
- After you have logged in for the first time, you will be prompted to change your password and answer security questions.

## **Bookmark the File & ServeXpress Login Page for Easy Access**

- FSX recommends saving <https://secure.fileandservexpress.com/Login/Login.aspx> as a bookmark or favorite on your web browser for easy access.

## **Set up Email Notifications in Preferences**

- Visit the Preferences/My Notifications tab on the File & Serve application and configure your preferred notifications.
- Users can select individual or daily notifications about new filing and case activity.

## **Designate an Organization Administrator**

- Visit the Preferences/Set Permissions tab on the File & Serve application to designate an Organization Administrator for your firm.
- The Organization Administrator will have the ability to reset passwords, modify organization information, and add, remove, or edit users.
- If your organization already has a designated Organization Administrator, you can skip this step.

# Still have questions?

**We're here to help!** Contact our Support Center for 24/7/365 support via phone, online chat, or email

**Need eService now?** Ask your Account Manager about our complimentary Concierge eFiling and eService.