



# Self-Represented Litigants

## How to E-File in Odyssey File & Serve Step 2: Register to E-File



### E-filing Steps

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- 3 • Sign In
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- 5 • Add Payment Account
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- 7 • Party Information
- 8 • Upload Filings
- 9 • Pay Fees
- 10 • Review Summary / Submit



## Register to e-file

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Before you can electronically file (e-file) your court documents, you need to create an account.

### ➔ Choose to register a new account

1. To create a new account and register as a user click: <https://illinois.tylerhost.net/ofswweb>
2. The Actions panel is where you sign into Odyssey File & Serve or register as a user.
3. Click **Register**.



The **Register** button takes you to the page where you can register in the system by using your name and contact information. If you have already registered as a user, click **Sign In**. For detailed instructions on how to Sign In to your account see *How to E-File in Odyssey File & Serve Step 3: Sign In*.



You will need:

- ✓ Email address. If you do not have an email address, you will need to create one. Commonly used email accounts include: Gmail, [www.google.com/gmail](http://www.google.com/gmail) and Yahoo Mail, <https://mail.yahoo.com>
- ✓ Mailing address that is not a P.O. Box.
- ✓ Telephone number

## ➔ Enter email, password, and create a security question

1. Enter your name, email address, and create a password.
2. Enter a security question and answer that you can easily remember.
3. Then click **Next**.

The screenshot shows a registration form titled "Register". At the top, there is a breadcrumb trail: "User Information > Firm Information > Terms and Conditions > Complete". The form contains several input fields: "First Name", "Middle", and "Last Name" (each with a red border); "Email Address" and "Password" (each with a red border); "Security Question" (with a red border and a placeholder text: "Enter a simple question that can only be answered by you. Example: High School Mascot"); and "Security Answer" (with a red border). A "Next" button is located at the bottom right of the form.



If you forget your password, you may have to correctly answer your security question to be able to access your account again. It is a good idea to write down and save your password and security question and answer.

## ➔ Register as a self-represented litigant

1. If you do not have an attorney, you need to register for a self-represented litigant account and not a firm account.
2. Click on the **Circle to register as a self-represented litigant**.

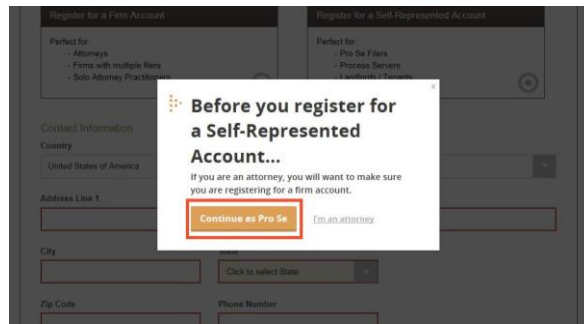
The screenshot shows the "Register" form with "Registration Options". There are two options, each with a radio button: "Register for a Firm Account" and "Register for a Self-Represented Account". The "Register for a Self-Represented Account" option is selected, indicated by a red circle around its radio button. Below the options are "Previous" and "Next" buttons.

**Registration Options**

Register for a Firm Account	Register for a Self-Represented Account
Perfect for: <ul style="list-style-type: none"><li>- Attorneys</li><li>- Firms with multiple filers</li><li>- Solo Attorney Practitioners</li></ul> <input type="radio"/>	Perfect for: <ul style="list-style-type: none"><li>- Pro Se Filers</li><li>- Process Servers</li><li>- Landlords / Tenants</li></ul> <input checked="" type="radio"/>

When you click on the button above, this alert will pop up.

3. Click on **Continue as Pro Se**.



## ➔ Enter your contact information

1. Select the country where you live. The United States of America is the default country.
2. Enter your address and telephone number.
3. Click **Next**.

A screenshot of the "Register" form. The form is titled "Register" and has a breadcrumb trail: "User Information > Firm Information > Terms and Conditions > Complete". Under "Registration Options", there are two radio buttons: "Register for a Firm Account" (selected) and "Register for a Self-Represented Account". Below this is the "Contact Information" section, which includes a "Country" dropdown menu (set to "United States of America"), an "Address Line 1" text field, a "City" text field, a "State" dropdown menu (with a "Click to select State" button), a "Zip Code" text field, and a "Phone Number" text field. At the bottom left is a "Previous" button and at the bottom right is a "Next" button.

Enter an address where you can receive mail during your legal case. This cannot be a P.O. Box.

## ➔ Read the Terms and Conditions

1. Read the Terms and Conditions.
2. If you agree, click **I Agree – Create My Account**

A screenshot of the "Terms and Conditions" page. The page is titled "Register" and has a breadcrumb trail: "User Information > Firm Information > Terms and Conditions > Complete". The main heading is "Odyssey File & Serve Usage Agreement". Below this is a paragraph of introductory text: "Welcome to the online services of Tyler Technologies for the State of Illinois. Please read this Agreement carefully. It governs Your access to and use of the Odyssey File & Serve application through the Tyler Technologies Internet Site. Your use of the Tyler Technologies Site and/or other Tyler products is conditioned upon Your acceptance of this Agreement. By clicking on the 'I Accept' button, You are agreeing to be legally bound by all of the terms and conditions of this Agreement. If You are acting as an employee, You agree that this Agreement will bind Your employer and that You are authorized to do so. As used in this Agreement, 'You' or 'Your' includes You and Your employer." Below this is a table of contents with 11 sections: Section 1. Definitions, Section 2. License; Restrictions on Use, Section 3. Access to the Tyler Internet Site, Section 4. Limitations on Use, Section 5. Fee Schedule, Section 6. Proprietary Rights, Section 7. Disclaimers and Limitations, Section 8. Your Warranties and Indemnification, Section 9. Limitations of Liability, Section 10. Arbitration, and Section 11. Miscellaneous. At the bottom left is a "Previous" button and at the bottom right is a red button labeled "I Agree - Create My Account".

## ➔ Confirm your account through email

After you agree to the Terms and Conditions, you will see this screen:

### Register

User Information > Firm Information > Terms and Conditions > [Complete](#)

Congratulations, you have successfully registered!

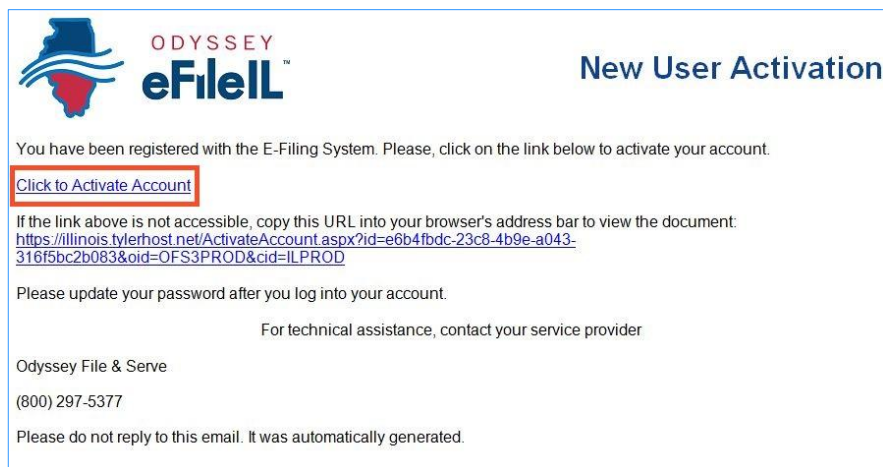
Email Address:

A verification email has been sent to you. Click on the link inside your email to complete the verification process.



**You must verify your email address to complete the registration process.**

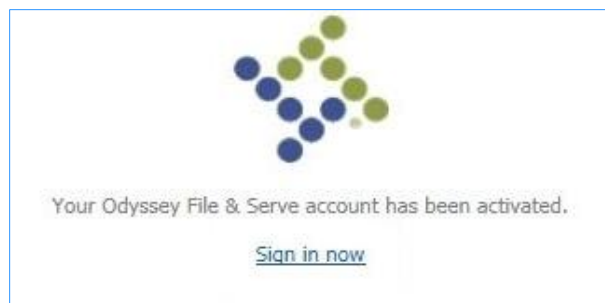
1. Login the email account you listed during step 2 to see the verification email.
2. Open the email and click the link to confirm your email address. The email will look like this:



If you do not see the email in your inbox, check your junk mail or spam folder in your email.

3. Click on **Click to Activate Account**.

A page will open  
account has been



with confirmation that your  
created. It will look like this:



**You have successfully created your account with Odyssey File & Serve.**