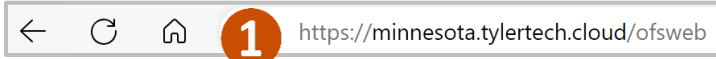


## QRG – Inviting an Individual to Register with a Firm

Access the eFile and eServe website and start the registration

1. Go to <https://minnesota.tylertech.cloud/ofswb>



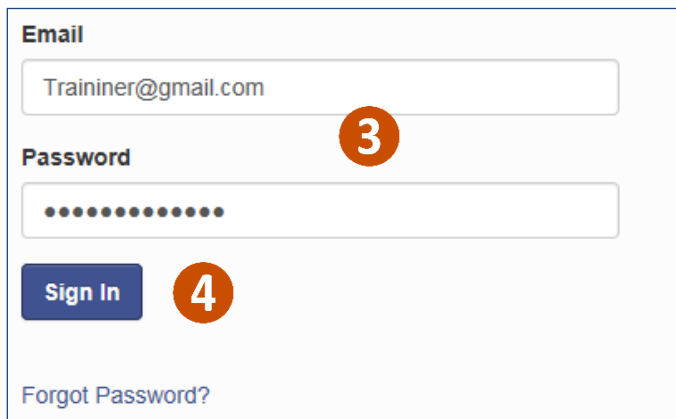
2. Click **Sign In**.



The firm account needs to be registered before the administrator can invite an individual to register with the firm. For more information, see the Quick Reference Guides on [www.mncourts.gov/efile](http://www.mncourts.gov/efile) on the eFile and eServe Training tab under the Training Materials section.



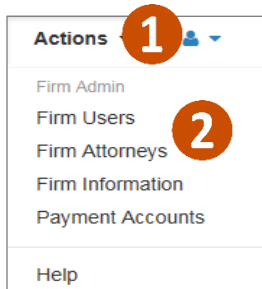
3. Enter the **Email** and **Password**.
4. Click **Sign In**.



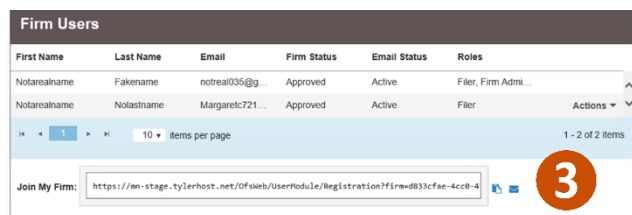
## QRG – Inviting an Individual to Register with a Firm

Invite another individual to register

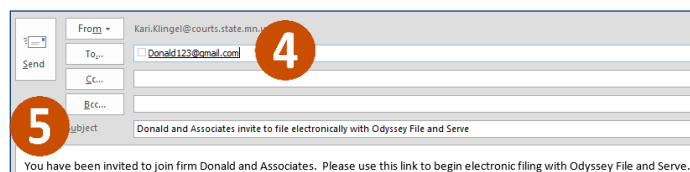
1. Click **Actions**.
2. Click **Firm Users**.



3. Click the **mail icon** to the right of the Join My Firm URL. A new message will open automatically from the email account.



4. Enter the **email address** of the recipient.
5. Click **Send**.



The recipient (invitee) will receive an email from the firm administrator. The recipient will need to activate the email and register in eFS. To learn more about how an individual registers from an invite, see the Quick Reference Guides on [www.mncourts.gov/efile](http://www.mncourts.gov/efile) on the eFile and eServe Training tab under the Training Materials section.