MINNESOTA JUDICIAL BRANCH

QRG – Inviting an Individual to Register with a Firm

Access the eFile and eServe website and start the registration

- 1. Go to <u>https://minnesota.tylertech.cloud/ofsweb</u>
- \leftarrow C \bigcirc 1 https://minnesota.tylertech.cloud/ofsweb
- 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 on the eFile and eServe Training tab under the Training Materials section.

Court Information						
Welcome	to Minnesota I	HTML 5 eFiling Site				
February 6, 2017: A new document filing option is available in the M filers in specific court locations (see below) to file proposed order docu PDF version. This change is a result of the electronic enhancements the Branch to move toward a fully electronic case file.						
Please note: Word documents submitted through the eFS system must						
Actions						
2	1					
s	ign In	Register				

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





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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.

Firm Users								
First Name	Last Name	Email	Firm Status	Email Status	Roles			
Notarealname	Fakename	notreal035@g	Approved	Active	Filer, Firm Admi	~		
Notarealname	Nolastname	Margaretc721	Approved	Active	Filer	Actions 👻 🗸		
H 4 1	▶ ► 10 ¥ iten	ns per page				1 - 2 of 2 items		
Join My Firm:	https://mn-stage.ty	lerhost.net/OfsWeb/U	IserModule/Regist	tration?firm=d833ct	fae-4cc0-4 💽 🖬	3		

- 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 active the email and register in eFS. To learn more about how an individual registers from an invite, see the Quick Reference Guides on <u>www.mncourts.gov/efile</u> on the eFile and eServe Training tab under the Training Materials section.