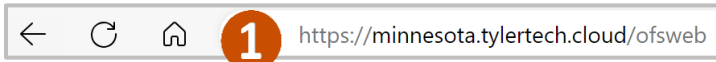


QRG – Registering a Self-Represented Account

Access the eFile and eServe website and start the registration

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

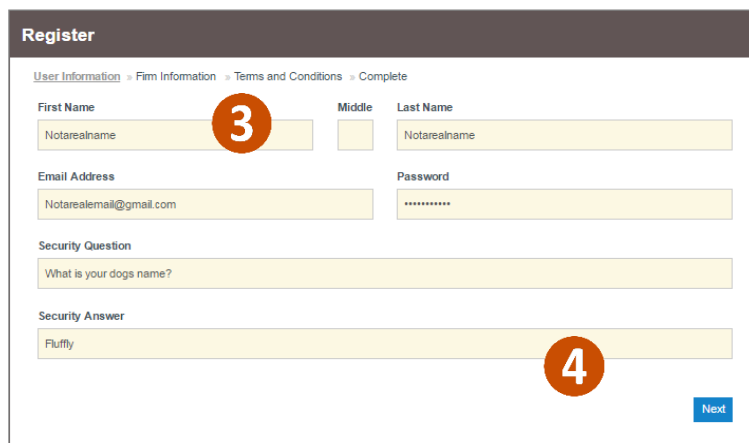


2. Click **Register**.



Before registering a self-represented if you will be filing on a regular basis you will want to set up a firm account instead. See QRG: Registering a Firm Account on the eFile and eServe Training tab on www.mncourts.gov/efile.

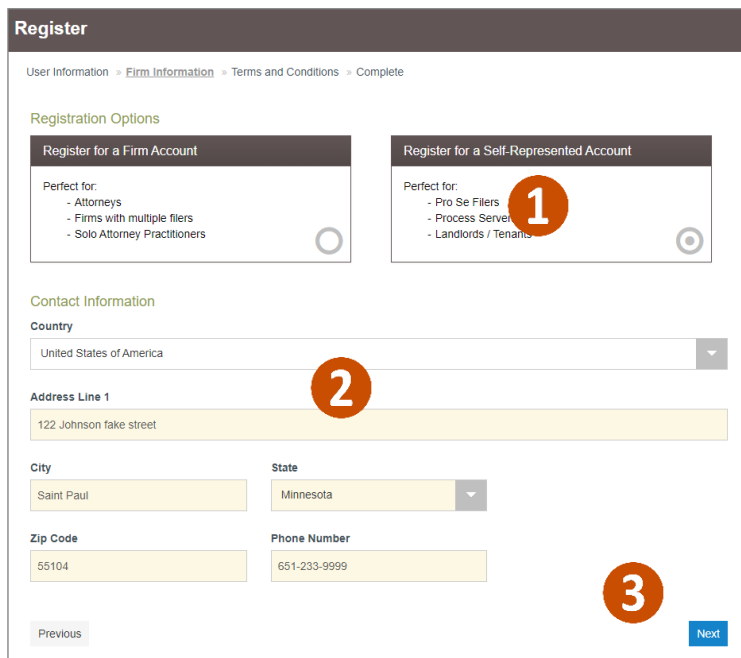
3. Enter the required information:
 - **First and Last Name**
 - **Email Address and Password**
 - **Security Question and Answer**
4. Click **Next**.



QRG – Registering a Self-Represented Account

Select the correct registration option and enter the contact information

1. Select the radio button to **Register for a Self-Represented Account**.
2. Enter the required information:
 - **Address**
 - **City, State, and Zip Code**
 - **Phone Number**
3. Click **Next**.

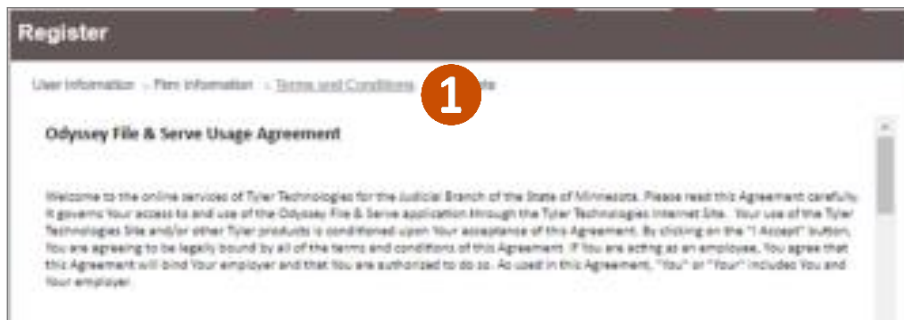


The screenshot shows the 'Register' page with the following elements:

- Registration Options:** Two boxes are shown. The first is 'Register for a Firm Account' with a radio button. The second is 'Register for a Self-Represented Account' with a radio button and a red circle with the number '1' next to it.
- Contact Information:** A dropdown menu for 'Country' is set to 'United States of America' with a red circle with the number '2' next to it. Below it is a text field for 'Address Line 1' containing '122 Johnson fake street'. Further down are fields for 'City' (Saint Paul), 'State' (Minnesota), 'Zip Code' (55104), and 'Phone Number' (651-233-9999). A red circle with the number '3' is next to the 'Next' button.
- Navigation:** 'Previous' and 'Next' buttons are at the bottom.

Accept terms and conditions for the Odyssey eFile & eServe system

1. Read the Odyssey File & Serve Usage Agreement.



The screenshot shows the 'Odyssey File & Serve Usage Agreement' page with the following elements:

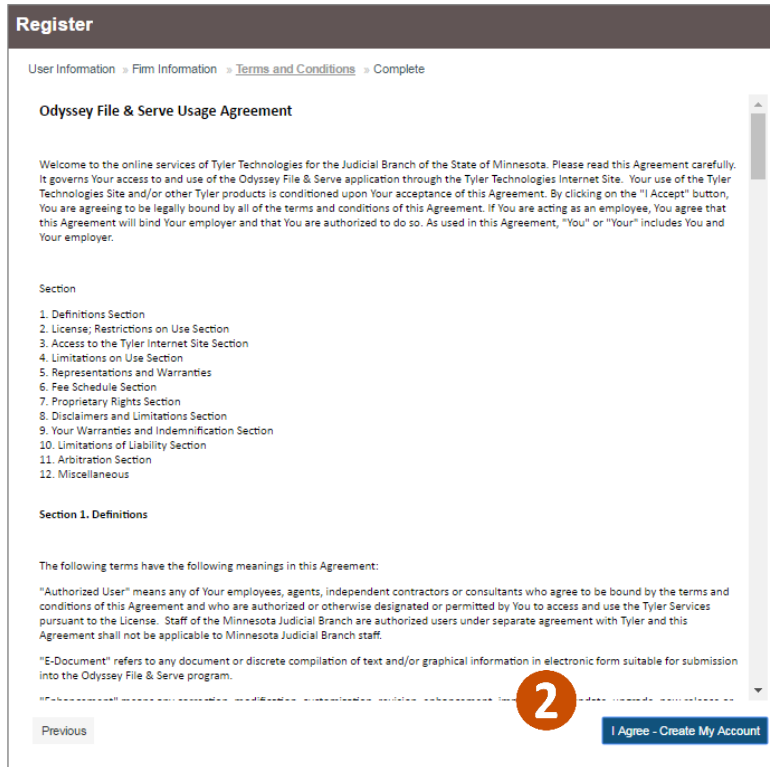
- Navigation:** A breadcrumb trail at the top reads 'User Information > Firm Information > Terms and Conditions' with a red circle with the number '1' next to 'Terms and Conditions'.
- Content:** The title 'Odyssey File & Serve Usage Agreement' is followed by a paragraph of text explaining the terms of service.

QRG – Registering a Self-Represented Account

2. Click I Agree - Create My Account.



A register complete message will appear with the Firm Name and Email Address listed.



Register

User Information > Firm Information > Terms and Conditions > Complete

Odyssey File & Serve Usage Agreement

Welcome to the online services of Tyler Technologies for the Judicial Branch of the State of Minnesota. 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.

Section

1. Definitions Section
2. License; Restrictions on Use Section
3. Access to the Tyler Internet Site Section
4. Limitations on Use Section
5. Representations and Warranties
6. Fee Schedule Section
7. Proprietary Rights Section
8. Disclaimers and Limitations Section
9. Your Warranties and Indemnification Section
10. Limitations of Liability Section
11. Arbitration Section
12. Miscellaneous

Section 1. Definitions

The following terms have the following meanings in this Agreement:

"Authorized User" means any of Your employees, agents, independent contractors or consultants who agree to be bound by the terms and conditions of this Agreement and who are authorized or otherwise designated or permitted by You to access and use the Tyler Services pursuant to the License. Staff of the Minnesota Judicial Branch are authorized users under separate agreement with Tyler and this Agreement shall not be applicable to Minnesota Judicial Branch staff.

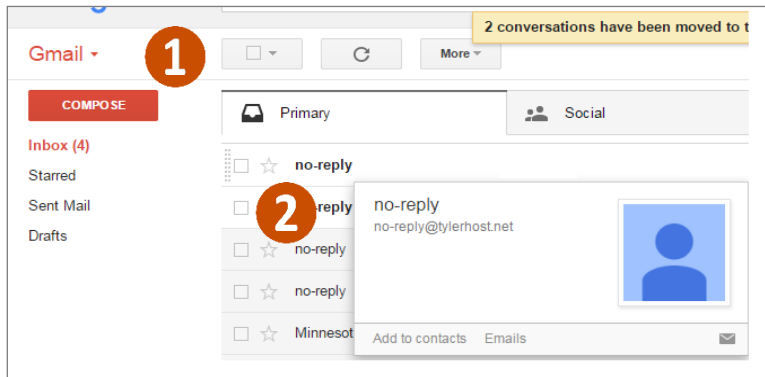
"E-Document" refers to any document or discrete compilation of text and/or graphical information in electronic form suitable for submission into the Odyssey File & Serve program.

2

Previous I Agree - Create My Account

Complete the registration

1. Open the email account provided during registration.
2. Locate and open the email from **efilingmail@tylerhost.net**.



QRG – Registering a Self-Represented Account

3. Click **Activate Account**. A pop-up window stating the account has been activated will appear. If missing, check the junk or spam folder for the email.



4. Log into eFS. The Filer Dashboard will prompt you to add a Payment Account and Add an Attorney.



If you are an out of state tribal attorney representing Indian tribes in Juvenile protection matters, click the x in the upper right corner of the Add an Attorney reminder pop up to skip this step.

