

QRG – Registering the Firm Administrator Account

Access the eFile and eServe website and start the registration

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

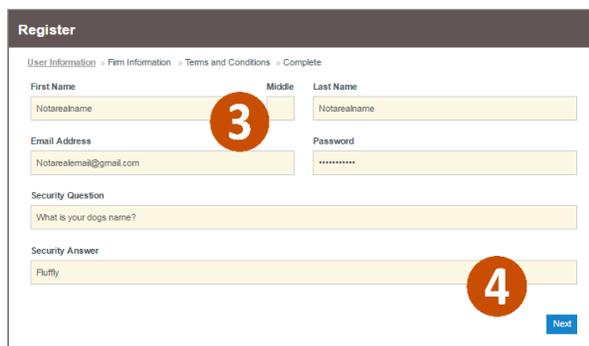


2. Click **Register**.



Before registering a firm, check to ensure an account has not been created. If the firm account has been created, ask the firm administrator to send an invite to join the firm. For more information, see QRG: Registering from an Email Invitation on the eFile and eServe Training tab on www.mncourts.gov/efile. The firm account is not always a law firm and may be an agency using the eFS system.

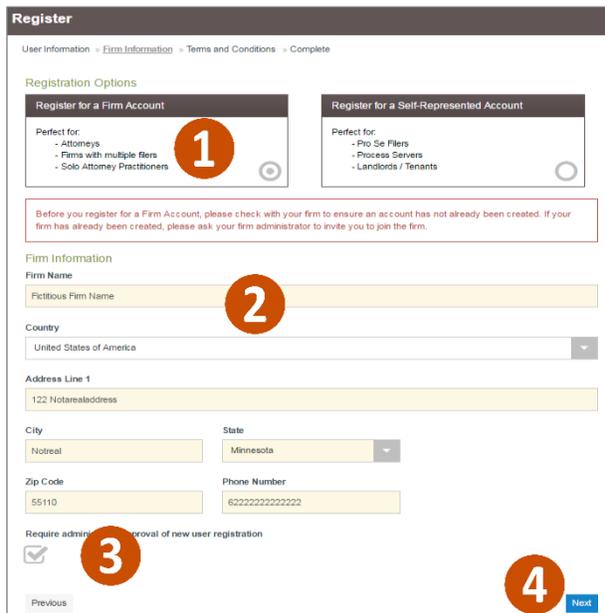
3. Enter the required information:
 - **First and Last Name**
 - **Email Address and Password**
 - **Security Question and Answer**
4. Click **Next**.



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Select the correct registration option and enter the contact information

1. Select the radio button to **Register for a Firm Account**.
2. Enter the required information:
 - **Firm Name**
 - **Address**
 - **City, State, and Zip Code**
 - **Phone Number**
3. The check box to Require administrator approval of new user registration is checked by default.
4. Click **Next**.



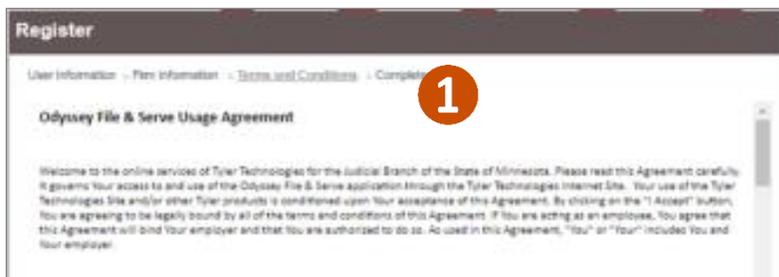
The screenshot shows the 'Register' form with the following elements highlighted by numbered callouts:

- 1:** The radio button for 'Register for a Firm Account' is selected.
- 2:** The 'Firm Name' field is filled with 'Fictitious Firm Name'.
- 3:** The 'Require administrator approval of new user registration' checkbox is checked.
- 4:** The 'Next' button is highlighted.

Other visible fields include Country (United States of America), Address Line 1 (122 Notarealaddress), City (Notreal), State (Minnesota), Zip Code (65110), and Phone Number (622222222222).

Accept terms and conditions for the Odyssey eFile & eServe system

1. Read the Odyssey File & Serve Usage Agreement.



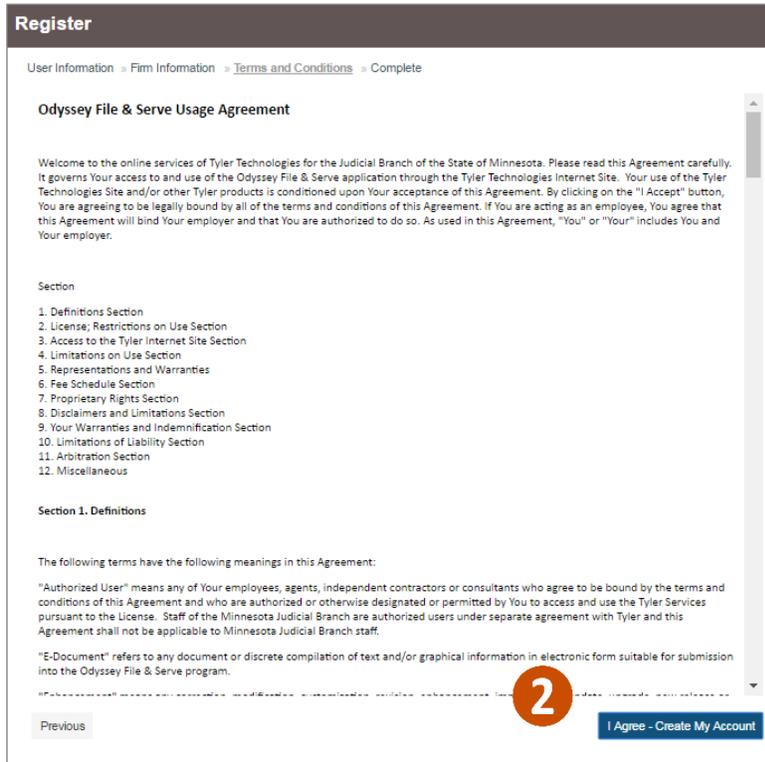
The screenshot shows the 'Odyssey File & Serve Usage Agreement' page. A callout '1' points to the top of the agreement text. The text includes a welcome message and terms of use for the online services of Tyler Technologies for the Judicial Branch of the State of Minnesota.

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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:

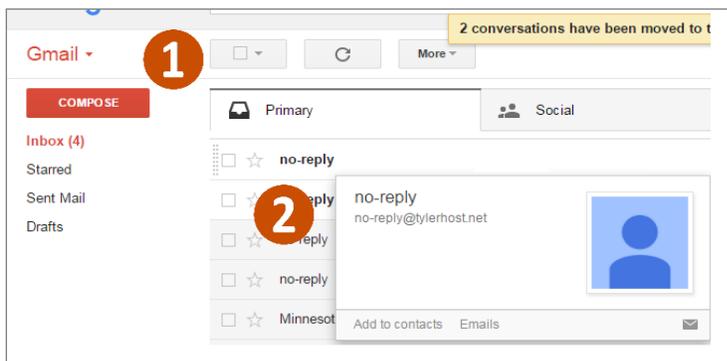
"Authorized User" means any of Your employees, agents, independent contractors or consultants who agree to be bound by the terms and conditions of this Agreement and who are authorized or otherwise designated or permitted by You to access and use the Tyler Services pursuant to the License. Staff of the 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.

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**.



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- 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.



To invite a firm member to register with the firm, see QRG: Inviting an Individual to Register with the Firm on the eFile and eServe Training tab on www.mncourts.gov/efile

- 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.

