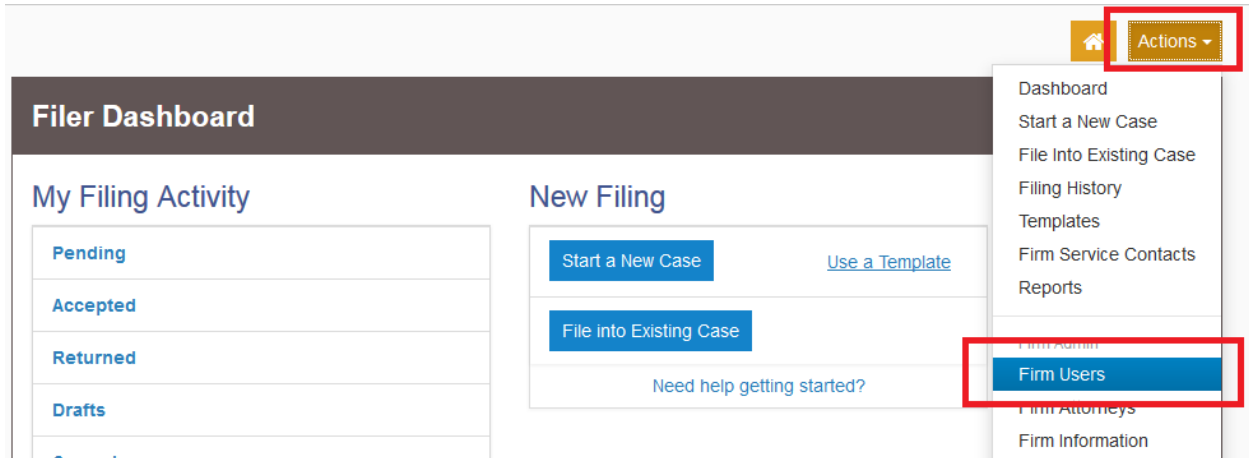


APPROVING NEW USERS AS A FIRM ADMINISTRATOR

If, when creating your firm administrator account (see separate user guide for step-by-step instructions for creating this account) you leave box beside the "Require administrator approval of new user registration" text checked, you will have to manually approve users when they join your firm before they can access their accounts and submit filings under the firm name.

1. Click the orange "Actions" button. A drop down menu will appear. From this, select and click "Firm Users"



2. Check the "Firm Status" column under the list of Firm Users.

Firm Users					
First Name	Last Name	Email	Firm Status	Email Status	Roles
Joe	Attorney	joe.attorney.fir...	Approved	Active	Filer, Firm Admin
Jane	Attorney	jane.p.attorney...	Not Approved	Active	Filer Actions ▾

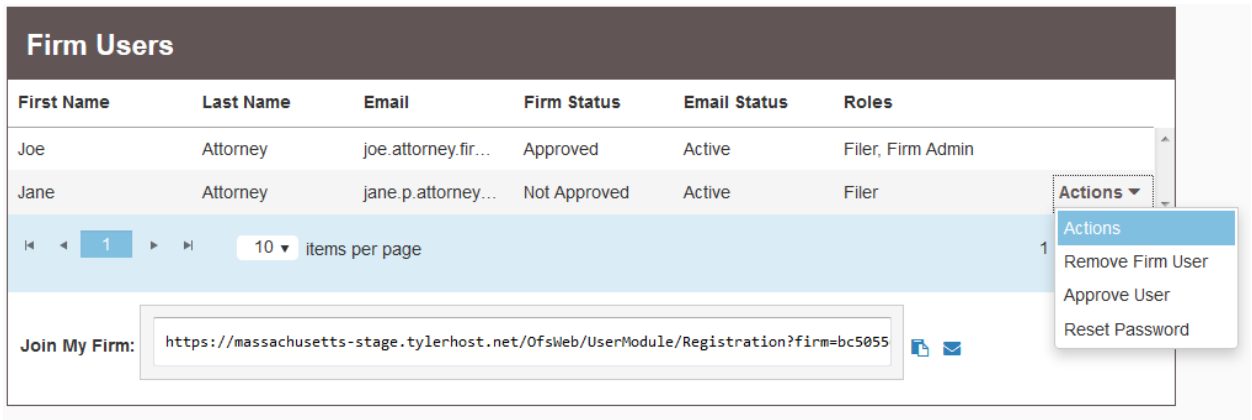
10 items per page 1 - 2 of 2 items

Should a user need to be approved, the entry under their name will be "Not Approved" under the "Firm Status" Column

Firm Users					
First Name	Last Name	Email	Firm Status	Email Status	Roles
Joe	Attorney	joe.attorney.fir...	Approved	Active	Filer, Firm Admin
Jane	Attorney	jane.p.attorney...	Not Approved	Active	Filer Actions ▾

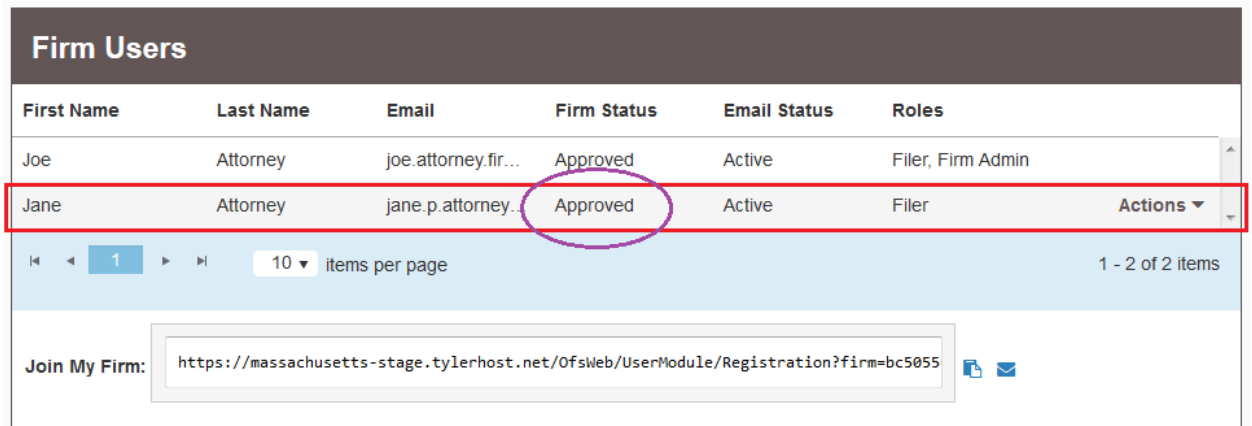
10 items per page 1 - 2 of 2 items

3. Click the "Actions" drop down next to a user that needs to be approved:



To approve the user, click "Approve User."
To reject the user, click "Remove Firm User."

4. When approved, the user will then appear as "Approved" in the "Firm Status" column:



Should you encounter any problems approving a firm user and you are sure you have followed the previous steps correctly, please call Tyler Support at 1.800.297.5377

Please do not call the Clerk's Office with technical support related questions.