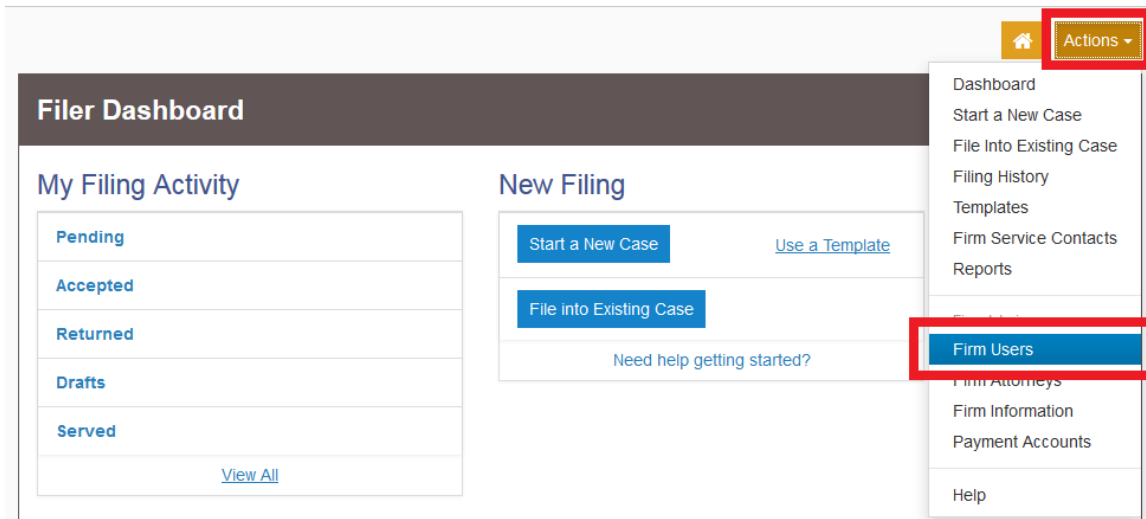


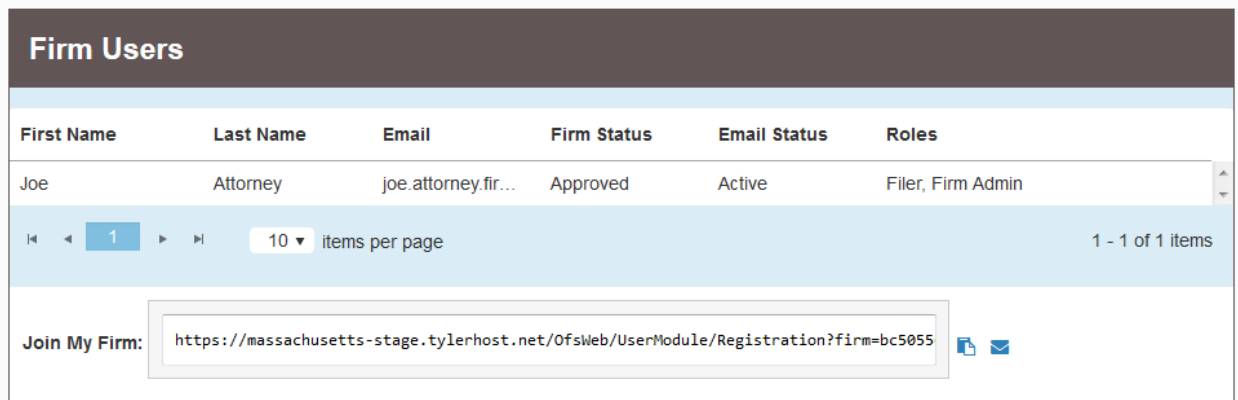
INVITING USERS TO JOIN YOUR FIRM

Firm users are able to start new electronically filed cases and file into existing cases. They cannot, however, add other firm users, add firm attorneys, edit firm information, or add/change payment account information. Firm users can, however, add to the firm service contact list.

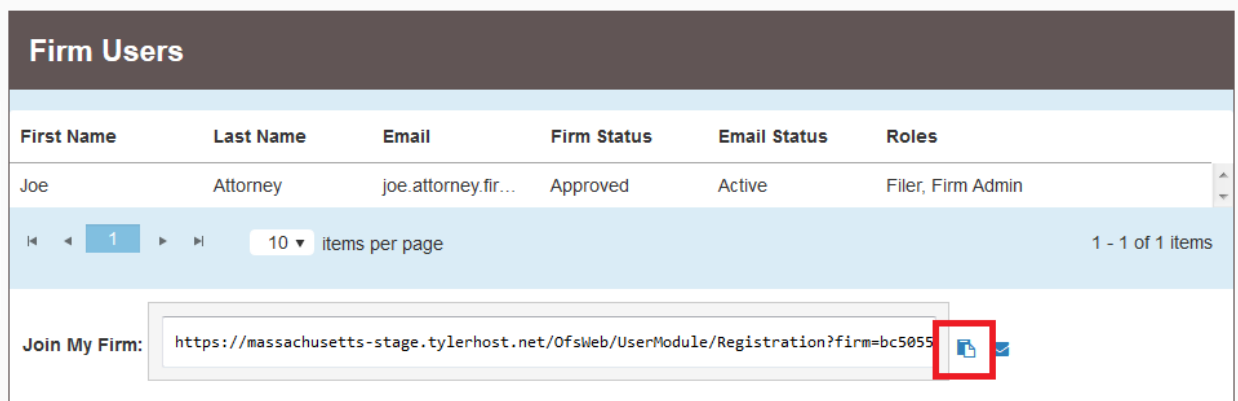
1. Click the orange "Actions" button. A drop down menu will appear. From this, select and click "Firm Users"



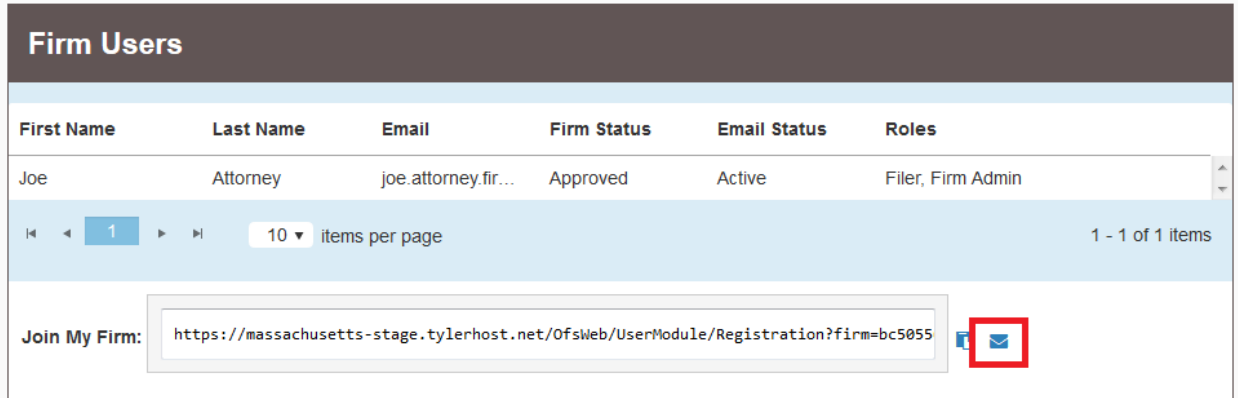
2. There is a link with two buttons beside it:



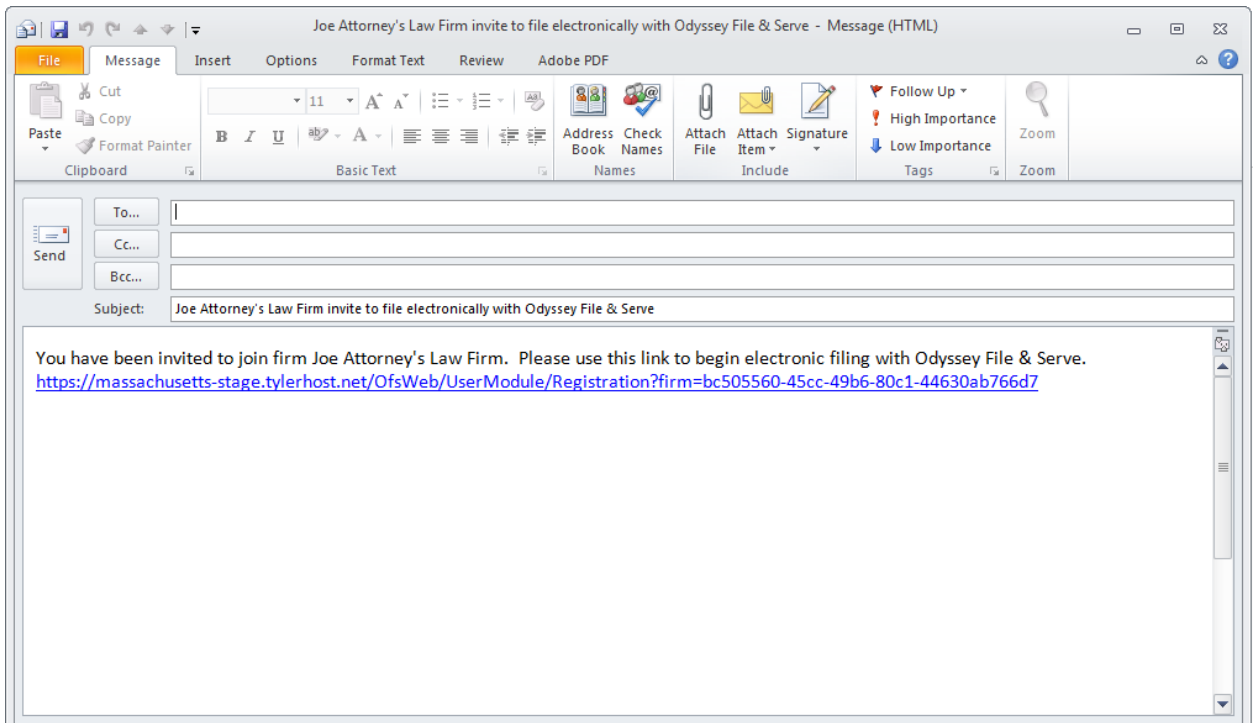
3. To copy the link and share on your own, click the first button:



4. To email the link directly from the Tyler system, click the second button, shaped like an envelope:



Edit the email that is created as desired and click "Send"



Should you encounter any problems inviting users to join your firm and you are sure you have followed these instructions correctly, please call Tyler Support at 1.800.297.5377

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