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"

		Actions -
Filer Dashboard		Start a New Case File Into Existing Case
My Filing Activity	New Filing	Filing History Templates
Pending	Start a New Case Use a Template	Firm Service Contacts
Accepted	File into Existing Case	Reports
Returned	Need help getting started?	Firm Users
Drafts		Firm Information
Served		Payment Accounts
View All		Help

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

Firm Us	ers					
First Name	Last Name	Email	Firm Status	Email Status	Roles	
Joe	Attorney	joe.attorney.fir	Approved	Active	Filer, Firm Admin	* *
la a 1	► ► 10 ▼ iten	ns per page				1 - 1 of 1 items
Join My Firm:	https://massachuset	ts-stage.tylerhost.n	et/OfsWeb/UserMod	ule/Registration?fi	irm=bc5055 🖪 🗹	

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

Firm Use	rs					
First Name	Last Name	Email	Firm Status	Email Status	Roles	
Joe	Attorney	joe.attorney.fir	Approved	Active	Filer, Firm Admin	۸ ۳
la a 1	► ►I 10 ▼ item	is per page				1 - 1 of 1 items
Join My Firm:	https://massachusett	ts-stage.tylerhost.ne	et/OfsWeb/UserModu	ıle/Registration?fi	rm=bc5055	

Massachusetts Appeals Court Guide to Electronic Filing Procedure

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

Firm Users	S					
First Name	Last Name	Email	Firm Status	Email Status	Roles	
Joe	Attorney	joe.attorney.fir	Approved	Active	Filer, Firm Admin	
4 4 1 ▶	► 10 v item	is per page				1 - 1 of 1 items
Join My Firm:	https://massachuset1	s-stage.tylerhost.ne	et/OfsWeb/UserModu	ule/Registration?fi	rm=bc5055	

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

🕞 🔚 🥙 🐏 🗇 🖛 🖤 🖛 Joe Attorney's Law Firm invite to file electronically with Odyssey File & Serve - Message (HTML)					
File Message Insert Options Format Text Review Adobe PDF		۵ 🕜			
W Cut v 11 A* A* IE v IE v IE v <td></td> <td></td>					
↓ Vertical Pointer The second seco					
To Cc Send Bcc Bcc Subject: Joe Attorney's Law Firm invite to file electronically with Odyssey File & Serve					
You have been invited to join firm Joe Attorney's Law Firm. Please use this link to begin electronic filing with Odyssey File & Serve. https://massachusetts-stage.tylerhost.net/OfsWeb/UserModule/Registration?firm=bc505560-45cc-49b6-80c1-44630ab766d7					

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

<u>Please do not call the Clerk's Office with technical support related questions.</u>