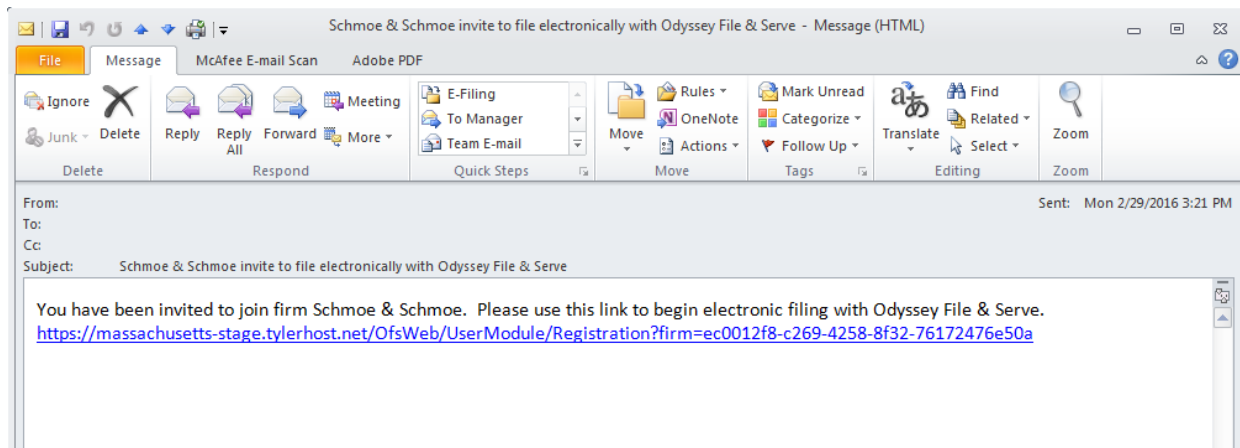


JOINING A FIRM AS AN INVITED USER

If your firm administrator invites you to join a law firm in the e-filing system, follow these steps to become a user associated with your firm. This will allow you to create cases and submit filings to the court.

Firm users do not have to be attorneys.

1. Click the link contained in your invitation email (or otherwise provided to you):



2. Fill out the information on the Registration screen (red fields are required):

Register

[User Information](#) » [Firm Information](#) » [Terms and Conditions](#) » [Complete](#)

First Name	Middle	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

A valid email address is required for filing notifications. Your email address will also be used to sign in. Please select a password that is easy for you to remember, but would be difficult for others to guess.

Email Address	Password
<input type="text"/>	<input type="text"/>

Compose a simple question and answer pair which will allow you to restore your password, should you forget it. Please choose a simple, specific question that can only be answered by you. Example: High School Mascot or The Name of My First Pet.

Security Question
<input type="text"/>
Security Answer
<input type="text"/>

3. Click the "Next" button:

Register

[User Information](#) » [Firm Information](#) » [Terms and Conditions](#) » Complete

First Name **Middle** **Last Name**


A valid email address is required for filing notifications. Your email address will also be used to sign in. Please select a password that is easy for you to remember, but would be difficult for others to guess.

Email Address **Password**

Compose a simple question and answer pair which will allow you to restore your password, should you forget it. Please choose a simple, specific question that can only be answered by you. Example: High School Mascot or The Name of My First Pet.

Security Question

Security Answer

 [Next](#)

4. Confirm that the firms you are joining is your firm by clicking the blue "Next" button:

Register

[User Information](#) » [Firm Information](#) » [Terms and Conditions](#) » Complete

You were invited to join the following firm: [Not your firm?](#)

Firm Information


Firm Name
Joe Attorney's Law Firm

Address Line 1
123 Boston Lane

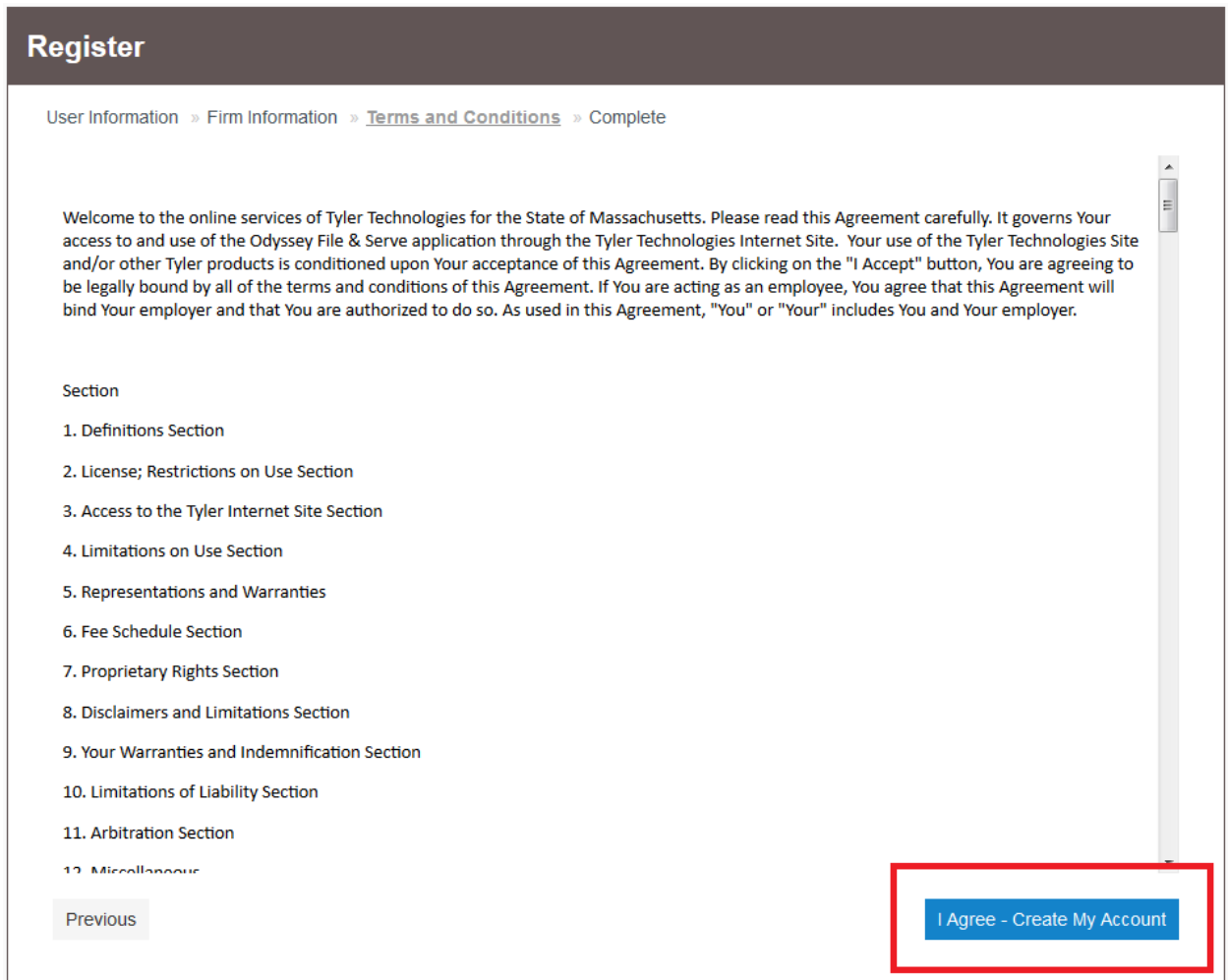
City Boston **State** Massachusetts

Country
United States of America

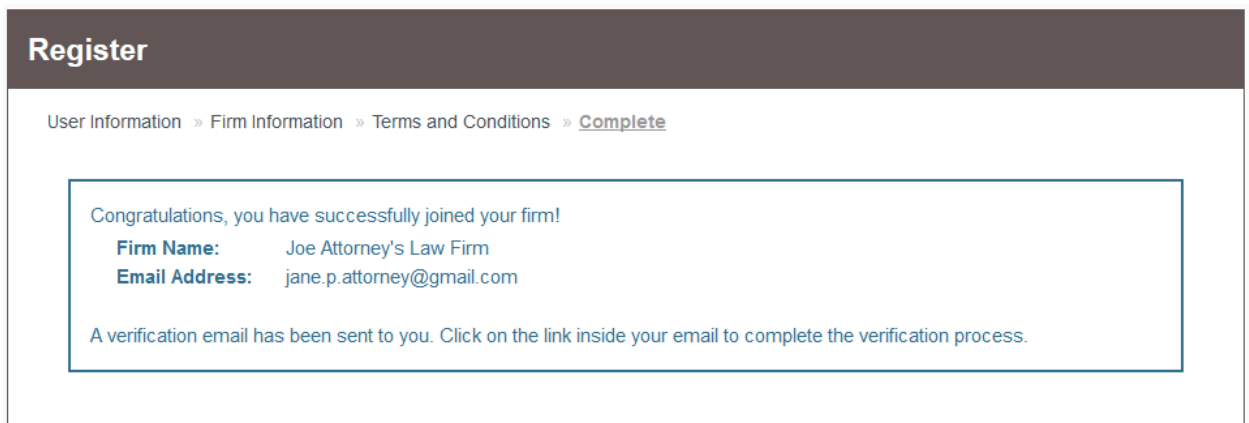
Zip Code 02108 **Phone Number** 9781234560

[Previous](#)  [Next](#)

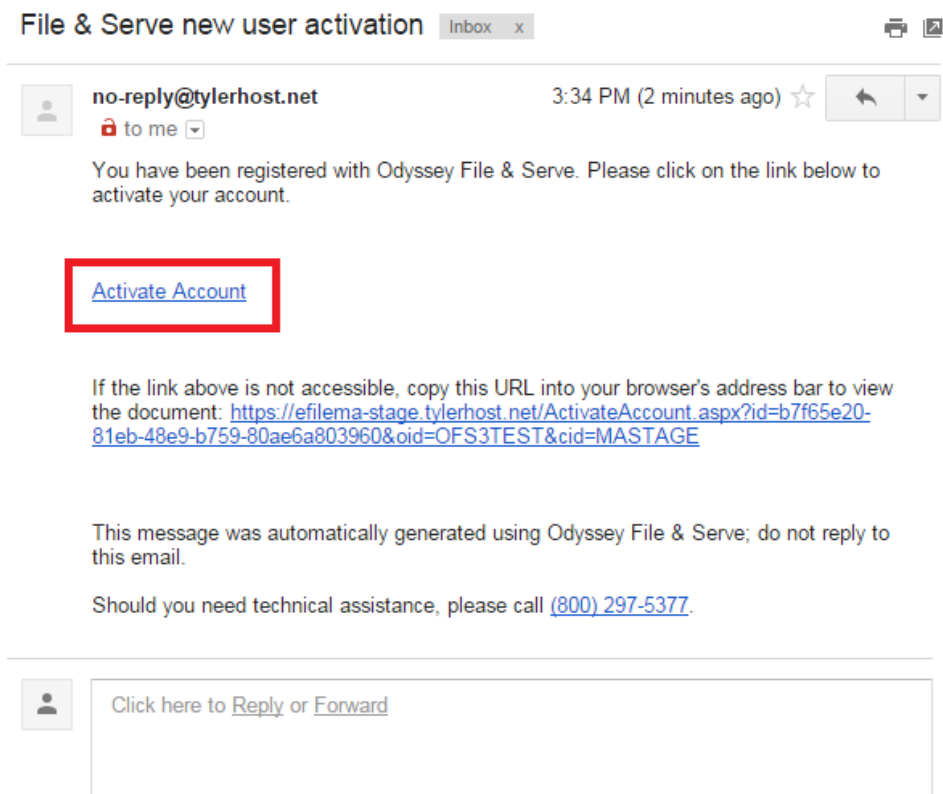
5. Read the Terms and Conditions for the system. If you agree to those conditions, click the blue "I Agree - Create My Account" button:



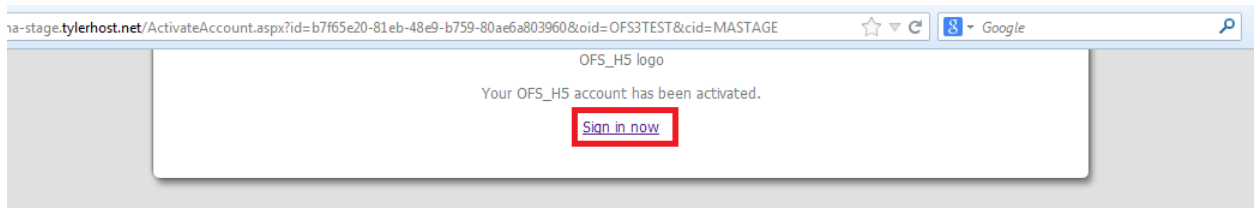
6. As instructed by the system, check the email you registered your firm under for a link to complete the verification process.



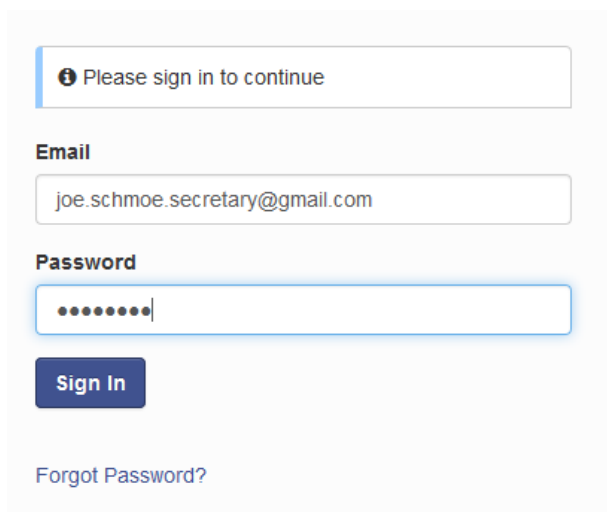
7. Click the link in the email from no-reply@tylerhost.net to activate your account



8. You should be brought to a screen that looks like this; Click the "Sign in now" link.



9. Enter the email and password you just used to set up your new account and click "Sign In":



10. Your firm may require approval before your account will be functional. If that is the case, contact the firm administrator indicated on the screen to approve you before you can begin filing:

Firm Administrator Approval Required

Please contact one of your firm administrators (listed below) and ask them to authorize you. Until the firm administrator grants you authorization to join the firm, you will be unable to process any filings or view any existing filings.

Firm Administrators	
Name	Email
Joe Attorney	joe.attorney.firm@gmail.com

Should you encounter any problems creating your account 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.