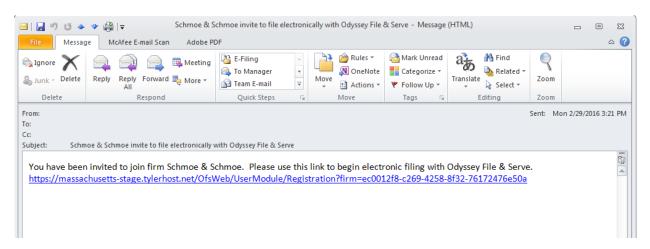
If your firm administrator invites you to join a law firm in the e-filing system, follow these steps to become a user associated with your firm. This will allow you to create cases and submit filings to the court.

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):

10
iso be used to sign in. for others to guess.
d
password, should you forget it. Please choose a simple, ot or The Name of My First Pet.

3. Click the "Next" button:

First Name	Middle	Last Name
Jane		Attorney
A valid email address is required for filing n Please select a password that is easy for yo		-
	sa to remember, but wet	
Email Address		Password
jane.p.attorney@gmail.com		
Jane.p.a.torney@gmail.com		
jane.p.attorney@gmainteen		
Compose a simple question and answer pa	•	restore your password, should you forget it. Please choose a sim School Mascot or The Name of My First Pet.
Compose a simple question and answer pa specific question that can only be answered	•	
Compose a simple question and answer pa	•	
Compose a simple question and answer pa specific question that can only be answered	•	
Compose a simple question and answer pa specific question that can only be answered Security Question	•	

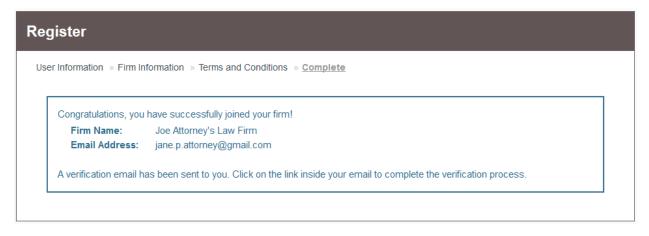
4. Confirm that the firms you are joining is your firm by clicking the blue "Next" button:

Register		
User Information » Firm Informa	tion » Terms and Conditions » Complete	
You were invited to join the follo	wing 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:

Register	
User Information » Firm Information » Terms and Conditions » Complete	
Welcome to the online services of Tyler Technologies for the State of Massachusetts. 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.	* III
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 Miccellanous	-
Previous I Agree - Create My Account	t

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



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

File 8	& Serve new user activation	Inbox x	• 0
•	no-reply@tylerhost.net ∎ to me	3:34 PM (2 minutes ago) 📩 🤸	Ŧ
	You have been registered with Odysse activate your account.	ey File & Serve. Please click on the link below to	
[Activate Account		
		by this URL into your browser's address bar to view vlerhost.net/ActivateAccount.aspx?id=b7f65e20- OFS3TEST&cid=MASTAGE	N
	This message was automatically gene this email.	erated using Odyssey File & Serve; do not reply to	D
	Should you need technical assistance,	, please call <u>(800) 297-5377</u> .	
•	Click here to <u>Reply</u> or <u>Forward</u>		

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

na-stage. tylerhost.net /ActivateAccount.aspx?id=b7f65e20-81eb-48e9-b759-80ae6a803960&oid=OFS3TEST&cid=MASTAGE	☆ マ C 🛛 🗧 🛪 Google	م
OFS_H5 logo		
Your OFS_H5 account has been activated.		

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

Please sign in to continue	
Email	
joe.schmoe.secretary@gmail.com	
Password	
••••••	
Sign In	
Forgot Password?	

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 Administrat	or 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

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