

Register for Odyssey eFileLL Firm

1. Visit: <https://illinois.tylerhost.net/ofsw eb>



Court Information

Welcome to the Illinois eFiling site...

Counties going live soon...

1st Appellate District, 2nd Appellate District, 3rd Appellate District, 4th Appellate District, 5th Appellate District, Adams, Alexander, Carroll, Champaign, Christian, Coles, Cumberland, Effingham, Gallatin, Greene, Hamilton, Hardin, Iroquois, Jersey, Jo Daviess, Kankakee, LaSalle, Livingston, Morgan, Pike, Saline, Stephenson, Supreme Court, Vermillion, Washinnton Wayne White Williamson

Actions

 Sign In  Register

Self Help

[Need Help?](#)

[FAQs](#)

[Web Training Sessions](#)

2. Click "Register"



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3. Enter your information and click "Next"



Register

User Information » Firm Information » Terms and Conditions » Complete

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

Email Address **Password**

Security Question

Security Answer

4. Mark "Register for Firm Account" (Law Firm)



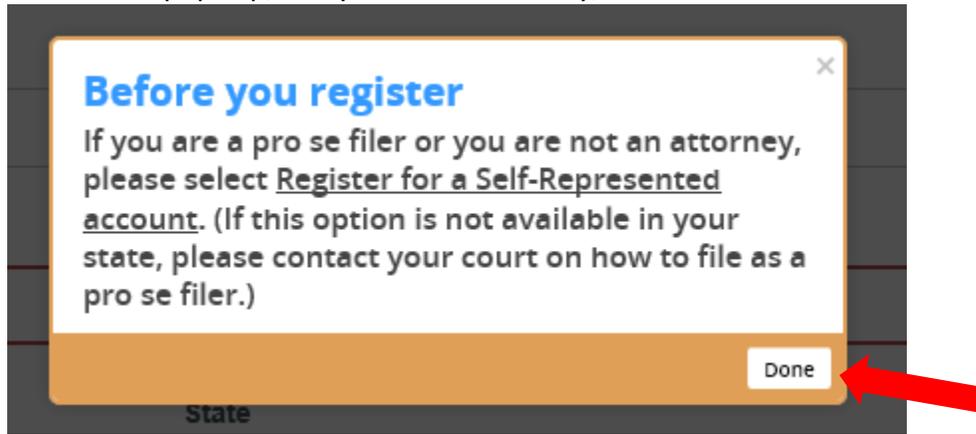
Register

User Information » Firm Information » Terms and Conditions » Complete

Registration Options

<p>Register for a Firm Account</p> <p>Perfect for:</p> <ul style="list-style-type: none">- Attorneys- Firms with multiple filers- Solo Attorney Practitioners <input type="radio"/>	<p>Register for a Self-Represented Account</p> <p>Perfect for:</p> <ul style="list-style-type: none">- Pro Se Filers- Process Servers- Landlords / Tenants <input type="radio"/>
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5. When this screen pops up, and you are an attorney, choose “Done”



6. Continue to enter “Firm Information”, and click “Next”

Before you register for a Firm Account, please check with your firm to ensure an account has not already been created. If your firm has already been created, please ask your firm administrator to invite you to join the firm.

Firm Information

Firm Name

Law Firm

Country

United States of America

Address Line 1

Road

City

State

Illinois

Zip Code

Phone Number

618-999-9999

Require administrator approval of new user registration



Previous

Next



7. Click "I Agree – Create My Account"



Register

User Information » Firm Information » Terms and Conditions » Complete

Odyssey File & Serve Usage Agreement

Welcome to the online services of Tyler Technologies for the State of Illinois. 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.

Section 1. Definitions
Section 2. License; Restrictions on Use
Section 3. Access to the Tyler Internet Site
Section 4. Limitations on Use
Section 5. Fee Schedule
Section 6. Proprietary Rights
Section 7. Disclaimers and Limitations
Section 8. Your Warranties and Indemnification
Section 9. Limitations of Liability
Section 10. Arbitration
Section 11. Miscellaneous

Section 1. Definitions

The following terms have the following meanings in this Agreement: "Authorized User" means any of Your employees, agents, independent contractors or consultants who agree to be bound by the terms and conditions of this Agreement and who are authorized or otherwise designated or permitted by You to access and use the Tyler Services pursuant to the License. "E-Document" refers to any document or discrete compilation of text and/or graphical information in electronic form suitable for submission into the Odyssey File & Serve program. "Enhancement" means any correction, modification, customization, revision, enhancement, improvement, update, upgrade, new release or other change that is released generally by Tyler Technologies for the Tyler Services. "Fee Schedule" means Tyler's current Fee Schedule for use of the Tyler Services, as may be altered or amended from time to time by Tyler. "Information" means the records, data, databases, documents, materials, and other information accessible through the Tyler Services. "License" means the limited license granted to You under

Previous  **I Agree - Create My Account**

8. You will get a confirmation that you successfully registered, you will need to complete the verification process by going to the email.



Register

User Information » Firm Information » Terms and Conditions » Complete

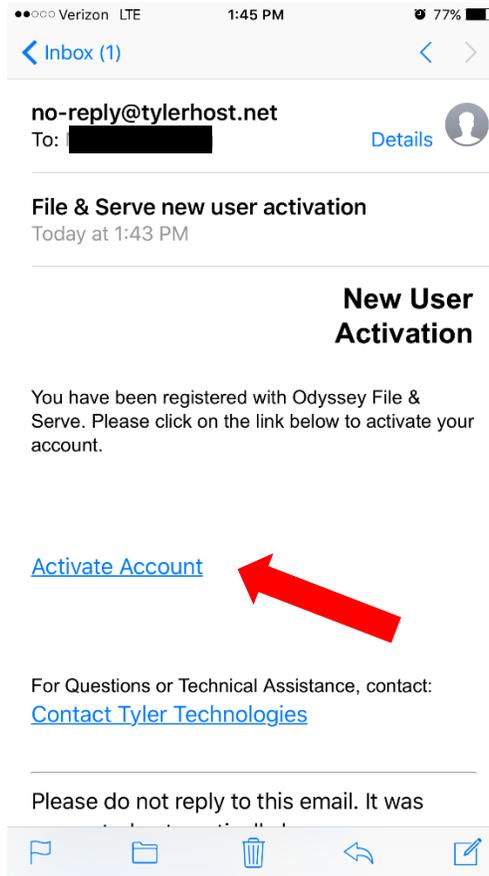
Congratulations, you have successfully registered your firm!

Firm Name: ██████████ Firm
Email Address: ██████████@gmail.com

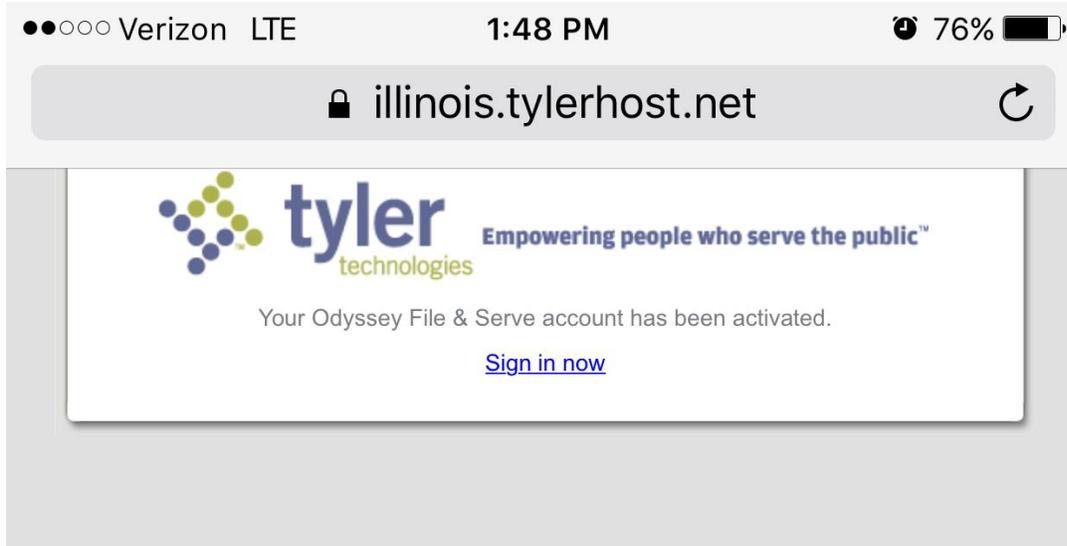
A verification email has been sent to you. Click on the link inside your email to complete the verification process.



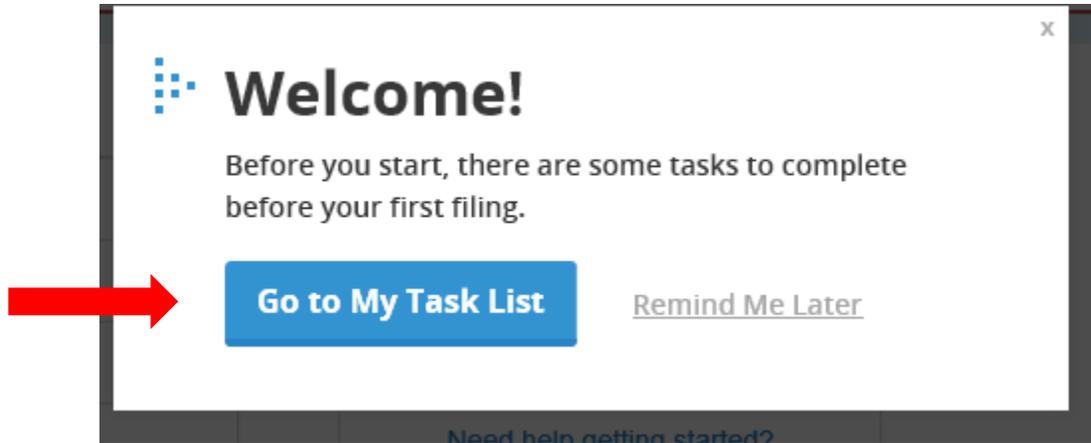
9. You will need to Activate Account by opening the email and click “Activate Account”



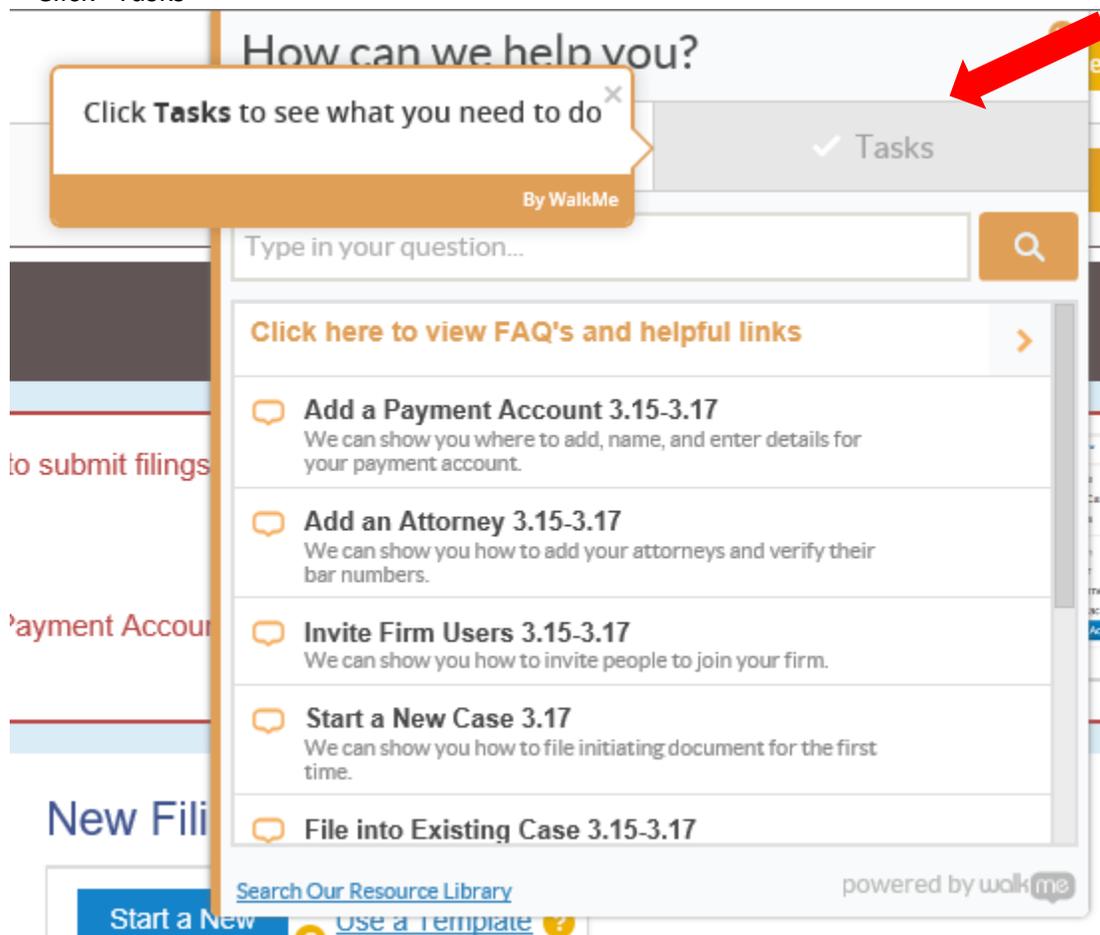
10. Activated screen will show in browser.



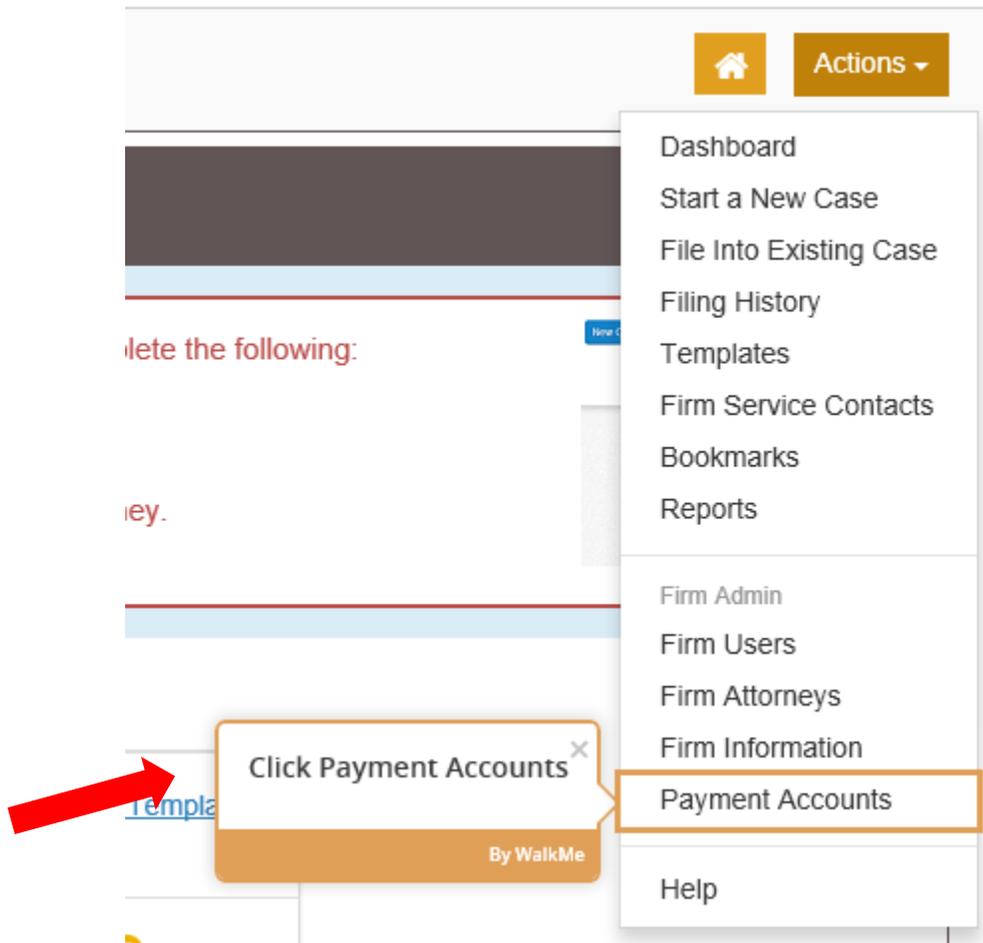
11. Go back to the website: <https://illinois.tylerhost.net/ofswweb> or click “Sign in Now”
12. Login using you’re the sign in information you provided
13. Before you start, complete the tasks needed to set up your account, click “Go to My Task List”



14. Click “Tasks”



15. Click “Add Payment Account” and follow the virtual help prompts to set up payment account(s)

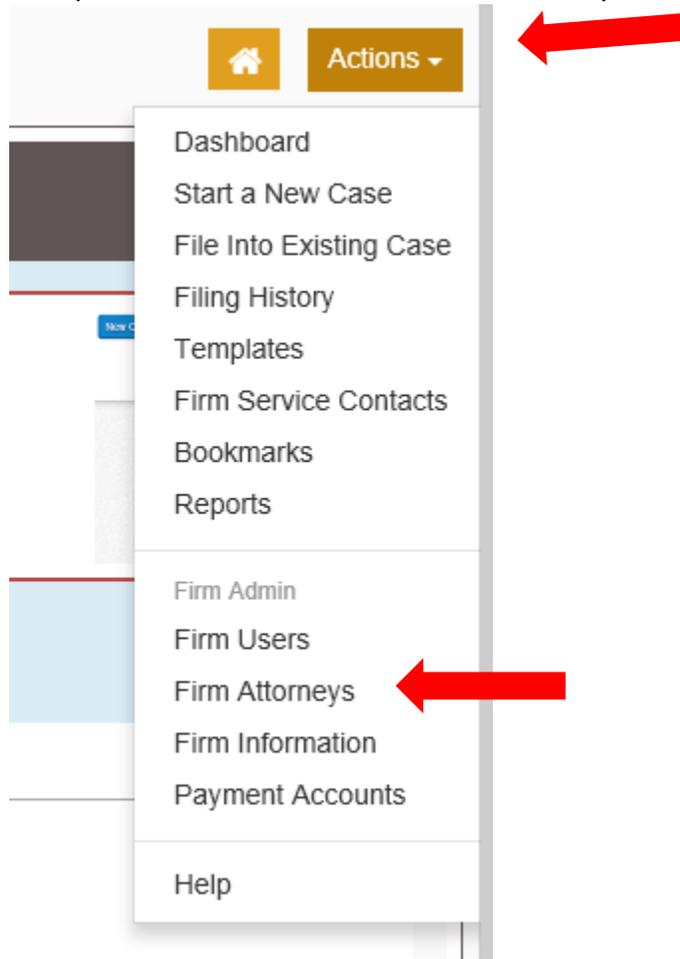


16. When finished with “Payment Accounts”, “Add an Attorney”

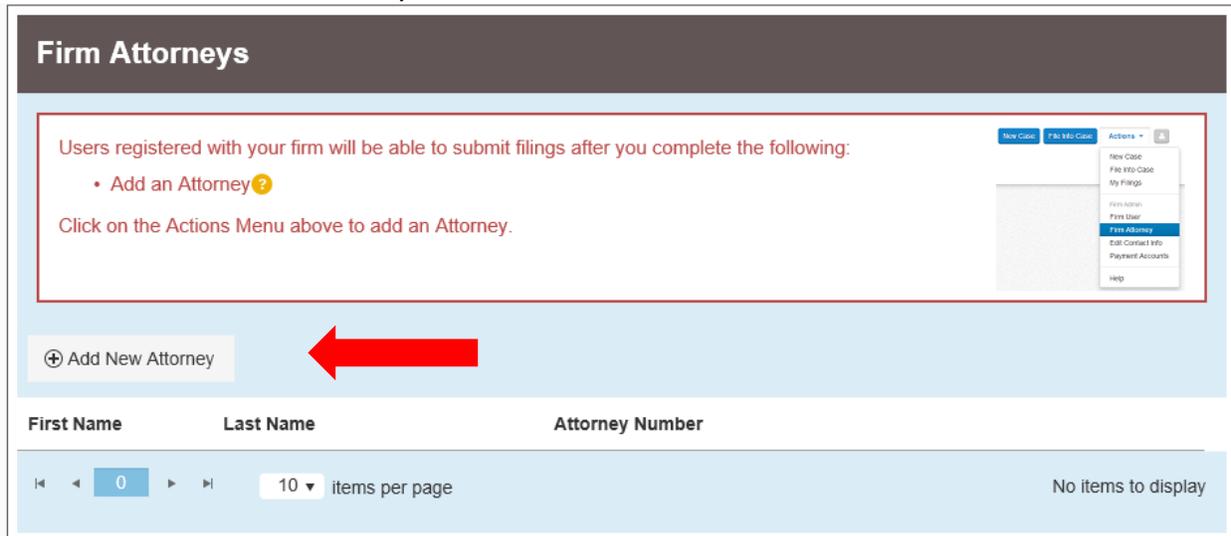
The screenshot shows the 'Payment Accounts' page. At the top, there is a header with the Odyssey eFileLL logo and 'Efile Guidance & Resources'. Below the header is a navigation bar with a home icon and an 'Actions' dropdown. The main content area has a dark header 'Payment Accounts' and a light blue background. A red-bordered box contains the following text: 'Users registered with your firm will be able to submit filings after you complete the following:' followed by a bullet point 'Add an Attorney?' and the instruction 'Click on the Actions Menu above to add an Attorney.' A red arrow points to the 'Actions' menu in the screenshot. Below this box is a button '+ Add Payment Account'. At the bottom, there is a table with the following data:

Payment Account Name	Payment Account Type	Active	Actions
Waiver	Waiver	Yes	

17. Click on "Actions" at the top of the screen and choose "Firm Attorneys"



18. Click "Add New Attorney"



19. Enter Attorney Information and click “Save Changes”

⊕ Add New Attorney

First Name	Last Name	Attorney Number
No items to display		

Attorney Number
999999999 ⓘ

First Name Middle Name Last Name
Sam [] Smith

Undo Save Changes

20. Continue with adding until all your firm’s attorneys have been entered

21. At this time you also may want to set up your “Firm Service Contacts”; this will help when actually filing and choosing to “serve” someone either in your firm or opposing counsel.