



# E-Filing Guide for Self-Represented Litigants

How to E-File in Odyssey



Step 4: Create a New Password if You Forgot It

## E-filing Steps

- 1 • Prepare Documents
- 2 • Register
- 3 • Sign In
- 4 • Create New Password**
- 5 • Add Payment Account
- 6 • Case Information
- 7 • Party Information
- 8 • Upload Filings
- 9 • Pay Fees
- 10 • Review Summary / Submit

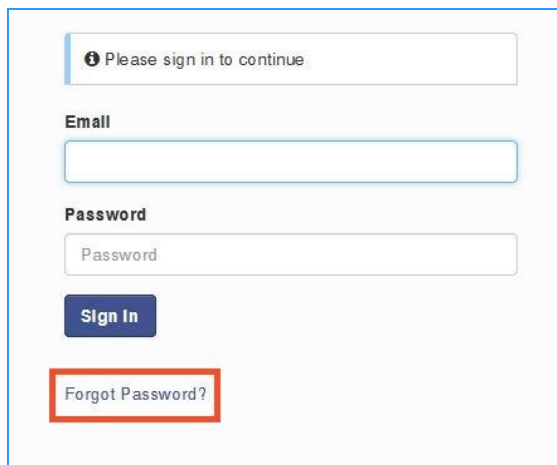


## Create a new password

If you forget your password, you need to create a new one. After several failed attempts to sign in to the system, your account will be locked. You will need to create a new password.

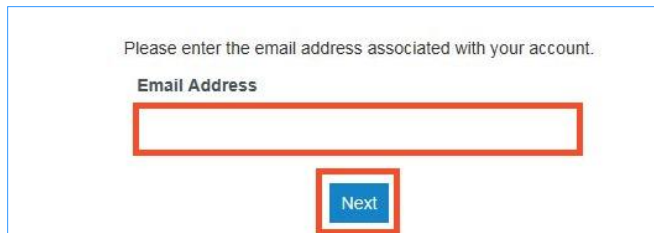
### ➔ Tell Odyssey you forgot your password

1. At the login screen, click **Forgot Password?**



The screenshot shows a login form with the following elements: a message "Please sign in to continue", an "Email" input field, a "Password" input field, a "Sign In" button, and a "Forgot Password?" link. The "Forgot Password?" link is highlighted with a red box.

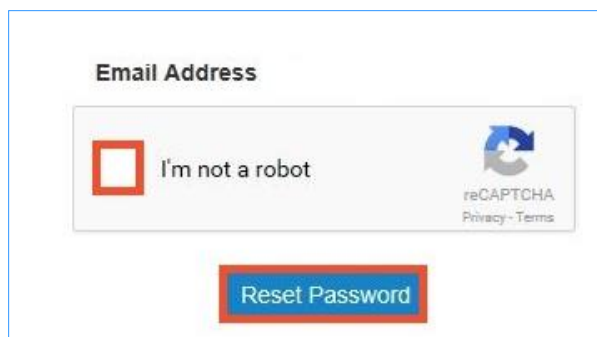
2. Enter the email address you used when you registered for your Odyssey account.



The screenshot shows a screen with the text "Please enter the email address associated with your account." and an "Email Address" input field. Below the input field is a "Next" button, which is highlighted with a red box.

3. Click **Next**.

4. Check the box next to **I'm not a robot**.



The screenshot shows a screen with the text "Email Address" and a reCAPTCHA widget. The widget includes an unchecked checkbox labeled "I'm not a robot" and a reCAPTCHA logo with "reCAPTCHA Privacy - Terms" text. Below the widget is a "Reset Password" button, which is highlighted with a red box.

5. Click **Reset Password**.

6. The following message will pop up. Check your email to find the link to reset your password.



A password reset link has been sent to the email address associated with your account. If you do not see the password reset email in your Inbox, please check to see if it was delivered to your spam folder.

7. This is what the email will look like. Click **click here**.



**ODYSSEY eFileIL™** Password Reset Request

A request to reset your password has been processed. **If you did not request a password reset, take no action. Your account will be left unaltered.**

To complete your password reset, [click here](#)

If the link above is not accessible, copy and paste the URL below into your web browser:  
<https://illinois.tylerhost.net/ResetPassword.aspx?rid=4bd5d3cd-85a0-41f7-90c9-f25742625845&skey=798E4AEB-A7D5-457F-9631-3EC607485505>

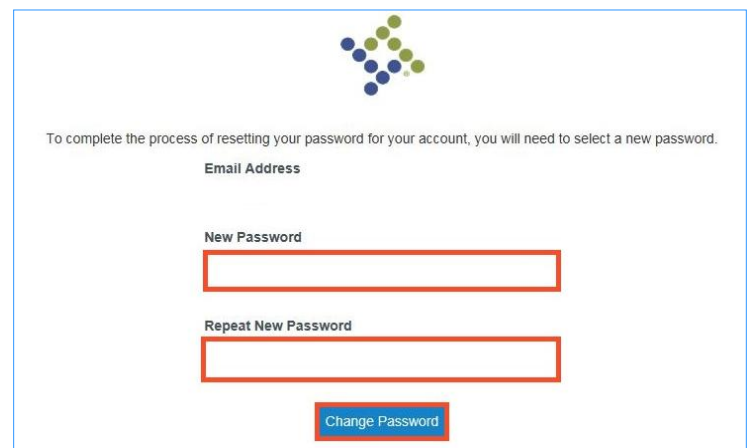
For technical assistance, contact your service provider

Odyssey File & Serve  
(800) 297-5377  
Please do not reply to this email. It was automatically generated.



The email will be from [no-reply@tylerhost.net](mailto:no-reply@tylerhost.net). Check your junk or spam folders if you don't see the email in your inbox.

8. Enter your new password in the first box and then enter the same new password again.



To complete the process of resetting your password for your account, you will need to select a new password.

Email Address

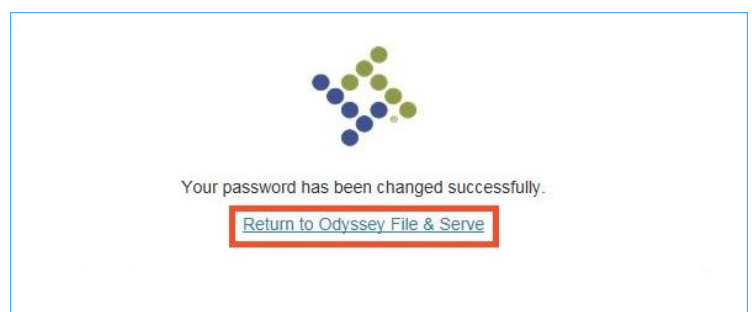
New Password

Repeat New Password

[Change Password](#)

9. Click **Change Password**.

10. This message will pop up and confirm you successfully changed your password.



Your password has been changed successfully.

[Return to Odyssey File & Serve](#)



**You have successfully created a new password. You can now login to your Odyssey account.**