



# Civil Appeals – Self-Represented Litigants

How to E-File in Odyssey (Kiosk Mode)  
Step 2: Register to E-File



## E-filing Steps

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

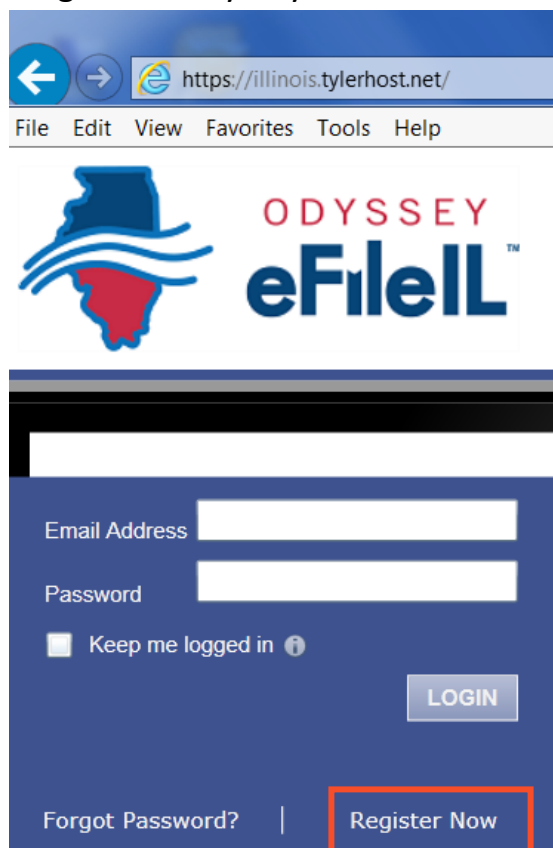


## Register to e-file

Before you can electronically file (e-file) your court documents, you need to create an account. *Note, if you have created an account in any Illinois Electronic Filing Service Provider (EFSP) you do NOT need to create another new account, but you can go directly to signing in.* This instruction guide only contains information about e-filing in the Odyssey EFSP in Kiosk Mode.

1. Go to <https://illinois.tylerhost.net/>

2. Click on **Register Now**.



The **Register Now** button takes you to the page where you can register in the system by using your name and contact information. If you have already registered as a user in any Illinois EFSP, enter your email address and password to log-in. For detailed instructions on how to Sign In to your account see *How to E-File in Odyssey - Step 3: Sign In*.



You will need:

- ✓ Email address. If you do not have an email address, you will need to create one. Commonly used email accounts include: Gmail [www.google.com/gmail](http://www.google.com/gmail), Yahoo <https://mail.yahoo.com>, and Mail.com [www.mail.com](http://www.mail.com) (Note: Mail.com does not require cell phone verification); and
- ✓ Mailing address that is not a P.O. Box; and
- ✓ Telephone number.

## ➔ Choose to register a new account

- 1.) If you do not have an attorney, you need to register for a self-represented litigant account and not a firm account.
- 2.) If you are representing yourself, select "An Independent User."

Odyssey File & Serve Registration Step 1 of 5

I want to Register as a

Firm Administrator  
Each firm must have a designated person to administer the E-Filing system. The Administrator will register the firm and be responsible for setting up and maintaining all users, credit card accounts, and attorneys at the firm.

User with an Existing Firm  
Your firm has already been registered with the E-Filing system. You must know your firm ID and have been given permission to set up your account by your Firm Administrator. The Firm ID serves as the common identifier for all users within your firm.

An Independent User  
You are a single user, not associated with or represented by a law firm.

All required fields are indicated by an asterisk. There is no registration fee for Odyssey File & Serve.

Cancel Next

## ➔ Read the Terms and Conditions

1. Read the Terms and Conditions.
2. If you agree, click **I Agree** and then **Next**

Odyssey File & Serve Registration Step 2 of 5

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

I Agree

Previous Cancel Next

## ➔ Enter your mailing address

1. Select the **country** where you live. The United States of America is the default country.
2. Enter your **address** and **telephone number**.
3. Click **Next**.

Odyssey File & Serve Registration Step 3 of 5

Contact Information

Country\*  
United States of Ame

Address Line 1\*  
Address Line 2

City\*  
State\* Zip Code\*  
Phone Number\*

Previous Cancel Next



Enter an address where you can receive mail during your legal case. This cannot be a P.O. Box.

## ➔ Enter contact information, email, password and create a security question

1. Enter your **name**, an existing **email address** (that you can check regularly), and create a **password**.
  - a. The password can be new or a one you have used for other purposes. This password is what you will use to sign-in to Odyssey.
2. Make up a **security question** and **answer** that you can easily remember. For example:
  - a. Security Question: What is my dog's name? or What is my wedding anniversary?
  - b. Answer: Fido 1/1/2011



If you forget your password, you may have to correctly answer your security question to be able to access your account again. It is a good idea to write down and save your password, as well as your security question and answer.

3. Then click **Register**.



**Odyssey File & Serve Registration Step 4 of 5**

**User Information**

First Name\*  MI

Last Name\*

Email Address\*

Verify Email Address\*

Password\*

Verify 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.

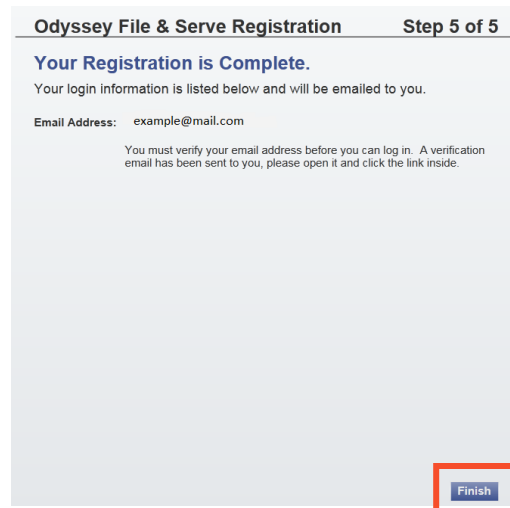
Security Question\*

Security Answer\*

[Previous](#) [Cancel](#) [Register](#)

## ➔ Confirm your account through email

After you click the Register button, you will see this screen. Click **Finish**:



**Odyssey File & Serve Registration Step 5 of 5**

**Your Registration is Complete.**

Your login information is listed below and will be emailed to you.

Email Address: example@mail.com

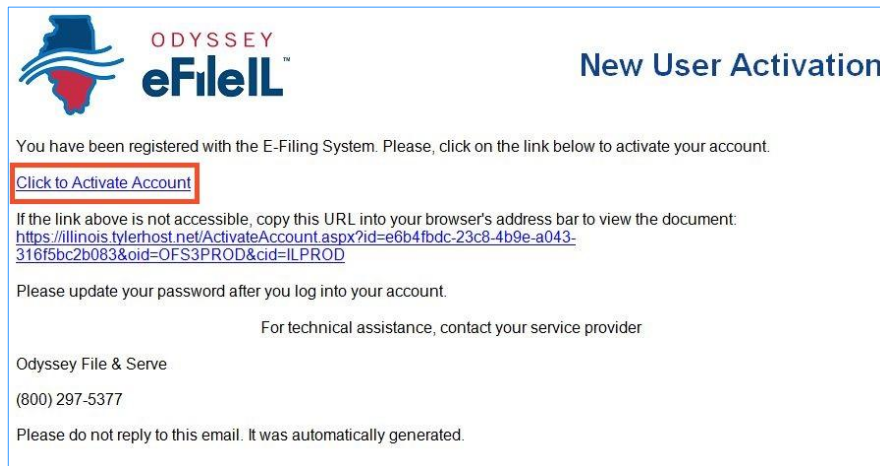
You must verify your email address before you can log in. A verification email has been sent to you, please open it and click the link inside.

[Finish](#)



You must verify your email address to complete the registration process.

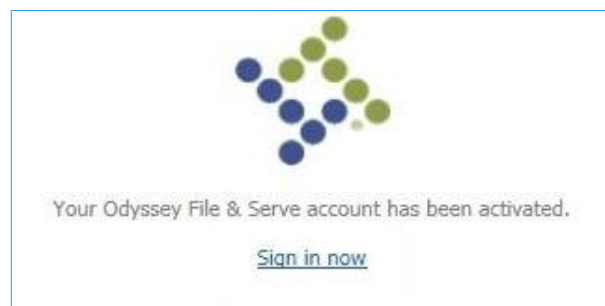
1. Log-in to the email account you listed during registration to see the verification email.
2. Open the email and click the link to confirm your email address. The email will look like this:



The email will be from [no-reply@tylerhost.net](mailto:no-reply@tylerhost.net). If you do not see the email in your inbox, check your junk mail or spam folder in your email account.

3. Click on **Click to Activate Account**.

A page will open with confirmation that your account has been created. It will look like this:



**You have successfully registered with Odyssey.**