



# Self-Represented Litigants

## How to E-File in Odyssey File & Serve Step 3: Sign In



### 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



After you have created an account with Odyssey File & Serve, you need to sign in to e-file your documents. If you have not registered as a user, click **Register**. For detailed instructions on how to register for an account see *How to E-File in Odyssey File & Serve Step 2: Register to E-File*.


### ➔ Click Sign In

1. To sign in to your account visit: <https://efileil.tylertech.cloud/OfsEfsp/ui/landing>
2. The Actions panel is where you sign into Odyssey File & Serve or register as a user.
3. Click **Sign In**.



### ➔ Enter your email and password

1. Enter the email address and password you used when you registered for your Odyssey File & Serve account.
2. Click **Sign In**.

 If you forgot your password, see *How to E-file in Odyssey File & Serve Step 4: Create a New Password* for instructions on creating a new password.

The image shows a screenshot of a sign-in form. At the top, there is a message: "Please sign in to continue." Below this, there are two input fields: "Email" and "Password". Both fields are highlighted with a red rectangular box. Below the "Password" field, there is a blue button with the text "Sign In", which is also highlighted with a red rectangular box. At the bottom of the form, there is a link that says "Forgot Password?".



**You have successfully signed in to your Odyssey File & Serve account.**