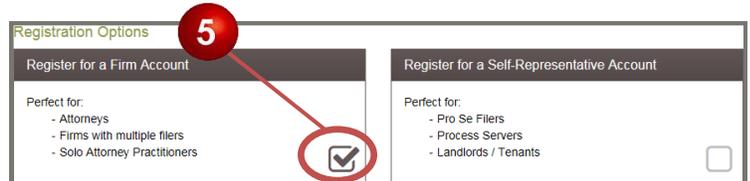
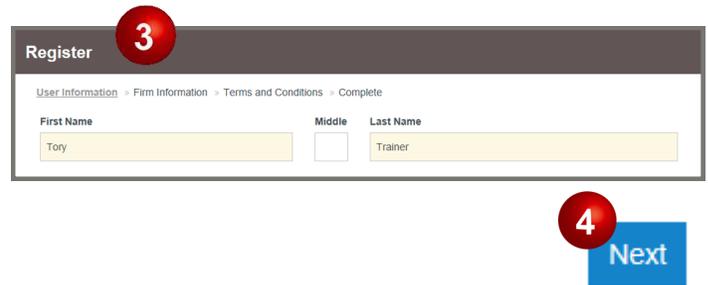


Registering a Firm Account - Google Chrome & Safari Browsers

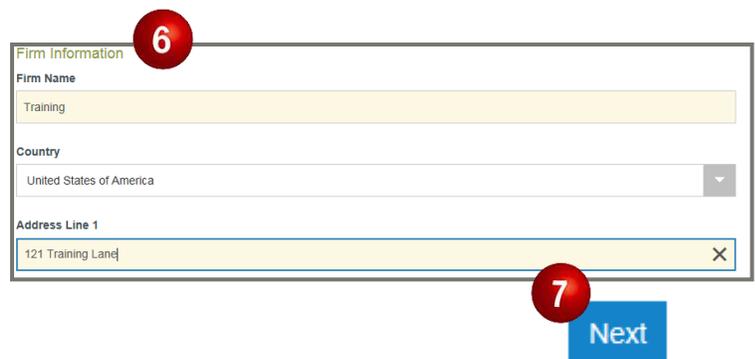
How do I register the Firm's Administrator account in eFile & eServe (eFS)?

1. Go to <https://minnesota.tylerhost.net/ofswb>
2. Click **Register**.
3. Enter the user information which includes:
 - **First and Last Name**
 - **Email Address and Password**
 - **Security Question and Answer**
4. Click **Next**.
5. The Registration Options opens. Check the box to **Register for a Firm Account**.



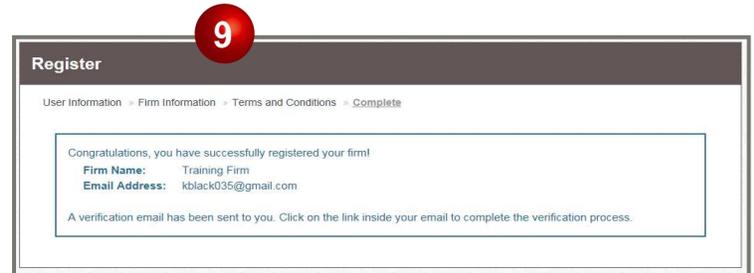
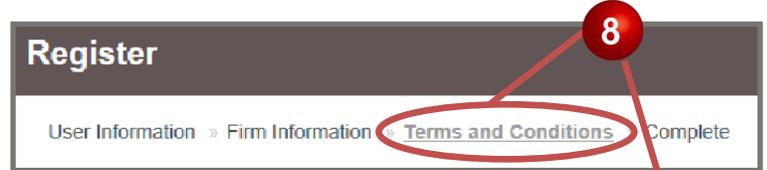
Before you Register for a Firm Account, please check with your firm to ensure an account has not already been created. If your firm has already been created, please ask your firm administrator to invite you to join the firm.

6. Enter the Firm's information which includes:
 - **Firm Name**
 - **Firm Address**
 - **City and State**
 - **Zip Code and Phone Number**
 - **Make sure the Required Administrator Approval of New User Registration box is checked.**
7. Click **Next**.



Registering a Firm Account - Google Chrome & Safari Browsers

- The eFS Terms and Conditions agreement opens. Read the agreement. Click **I Agree - Create My Account**.
- The registration confirmation message displays. Review the Firm Name and Email Address on the page to make sure it is correct. Go to your email to activate the account.



Before you can start using eFS, you must verify your email account through the account activation email. Make sure to check your junk or spam folder if you don't get the email.

How do I activate my eFS account?

- Go to your email and **open** the email from the **no-reply@tylerhost.net**.
- Click the **Activate Account** link in the email you receive.
- You will receive a message that your Odyssey File and Serve account has been activated.



User accounts attached to the firm or government agency can review any filing made through the Firm Administrator Account.

