How to Register as an Attorney in Odyssey File and Serve ("OFS")

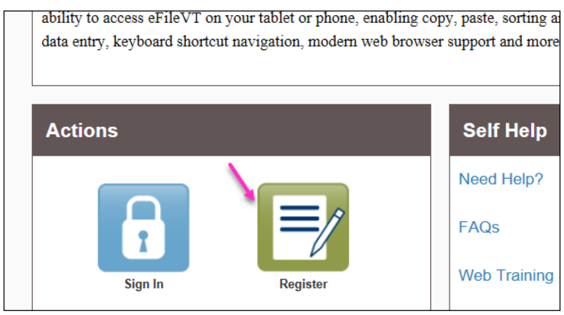
March 2021

Attorneys should set up a Firm Account even if operating as a sole practitioner. A Firm account has a Firm Administrator(s) and can invite other attorneys to join the firm through a link provided in the registration. (See *Invite Attorney User to Create an Account under your Firm* section below, found here).

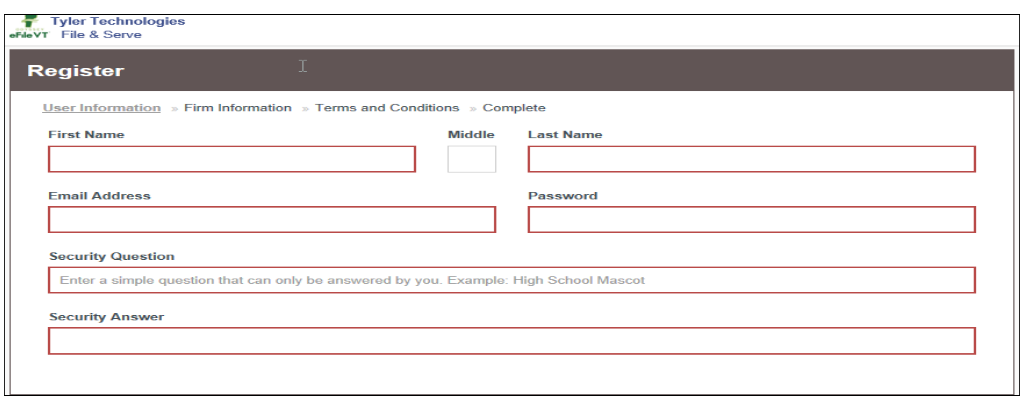
Contents

Create Account

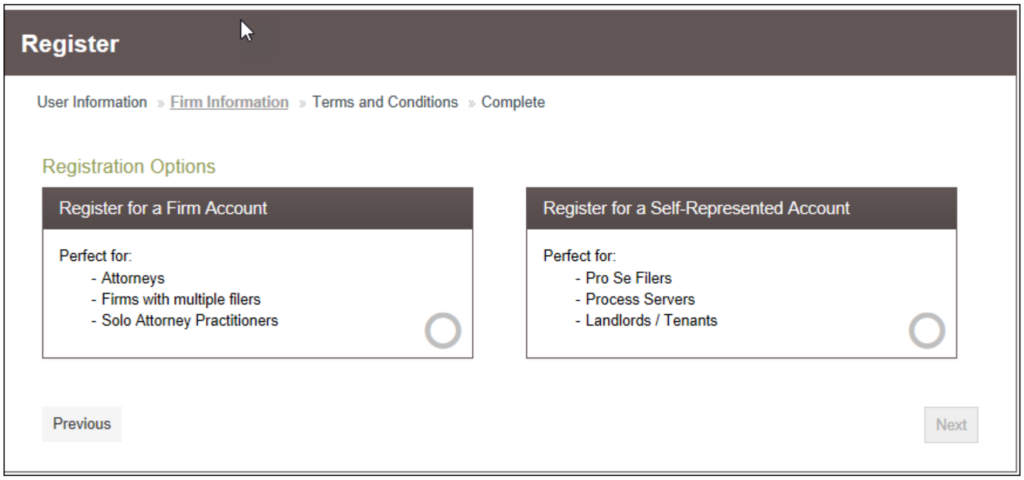
1. Go to OFS site: https://vermont.tylerhost.net/ofsweb
2. Click Register



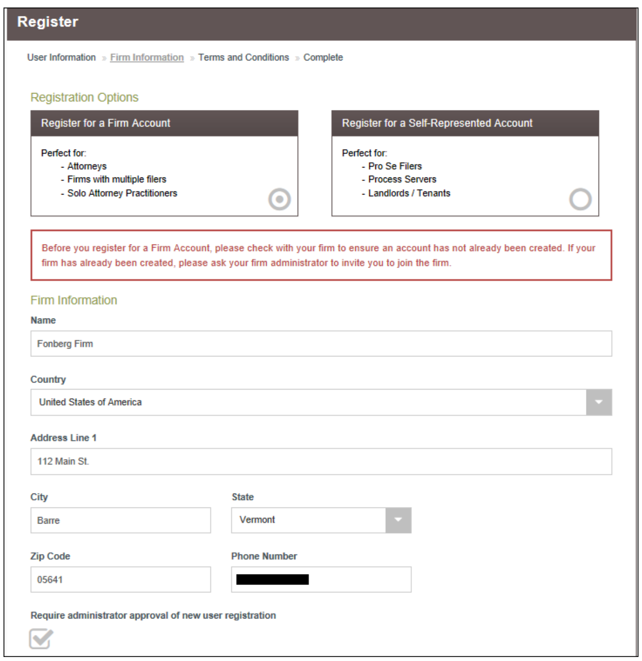
3. Enter Name for account, etc in the below screen



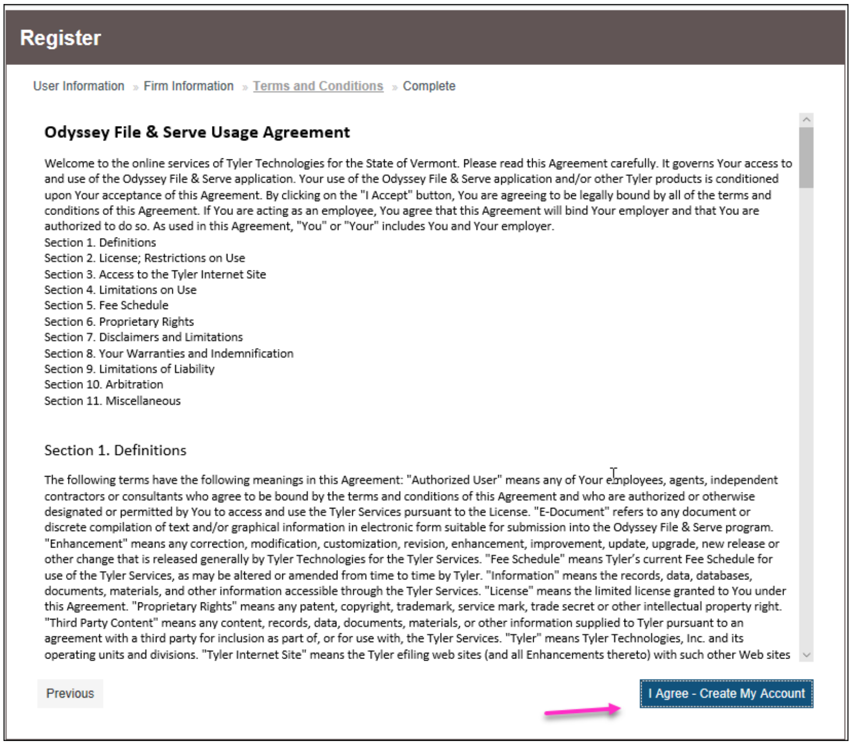
4. Select option for firm account



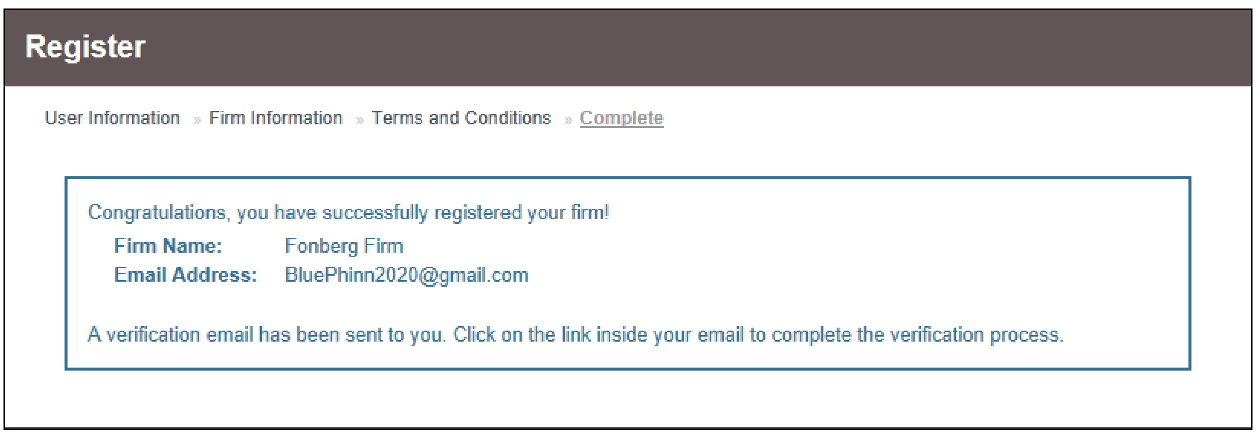
5. Enter the information in the open screen



6. Filer reviews Usage Agreement and clicks “I Agree – Create My Account”



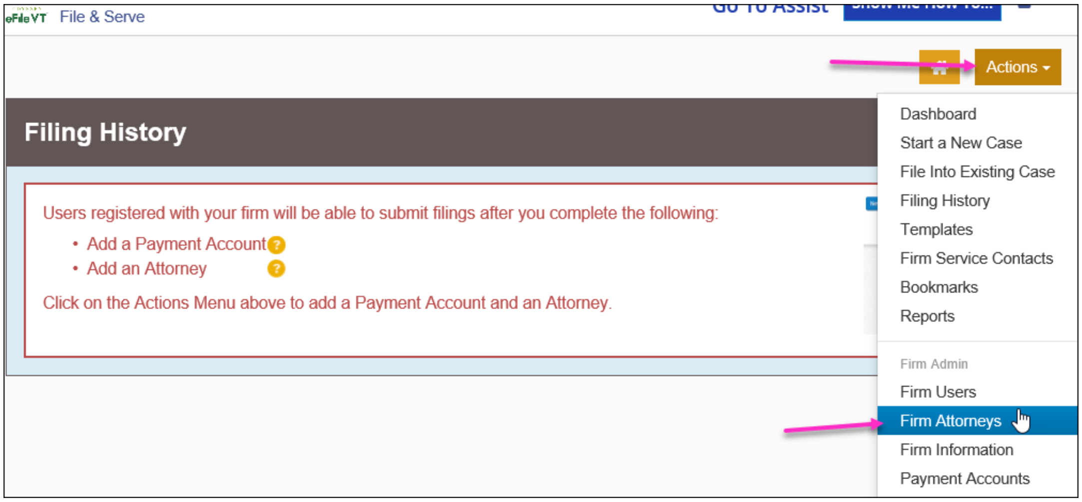
7. Verification email is sent to the email account



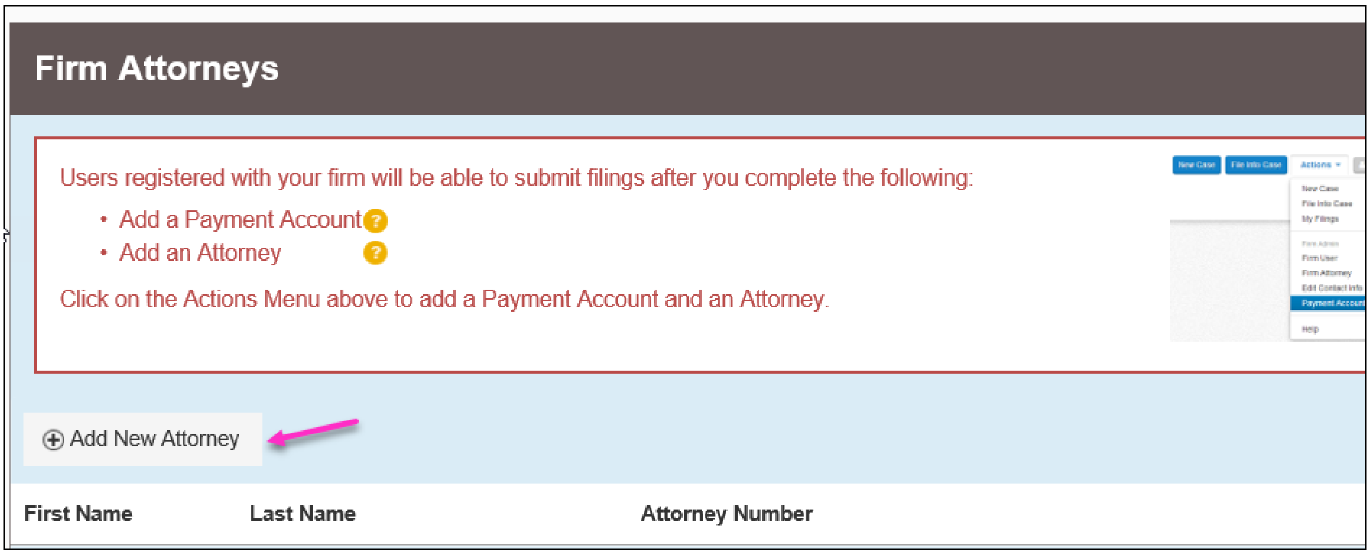
8. Go to email account
9. Click link in email to Activate Account
10. Takes you back to the internet browser
11. User needs to add any other Attorney Users and a Payment Account before efiling the first time

Add an attorney

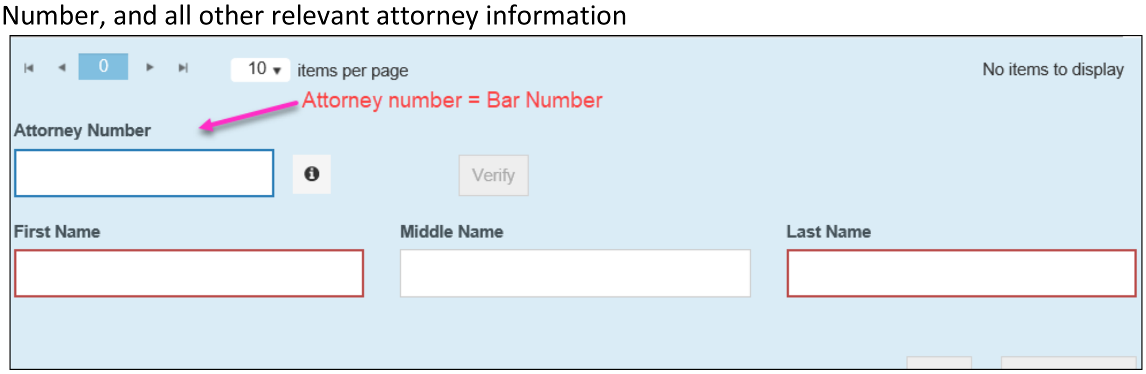
1. Click Actions
2. Click Firm Attorneys



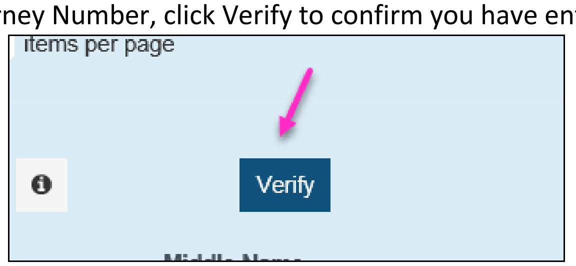
3. Click “Add New Attorney”



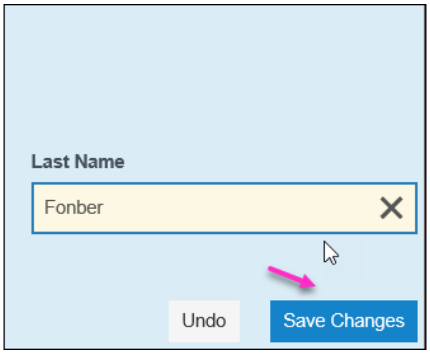
4. Enter Attorney Number, and all other relevant attorney information



5. Can enter Attorney Number, click Verify to confirm you have entered the correct number

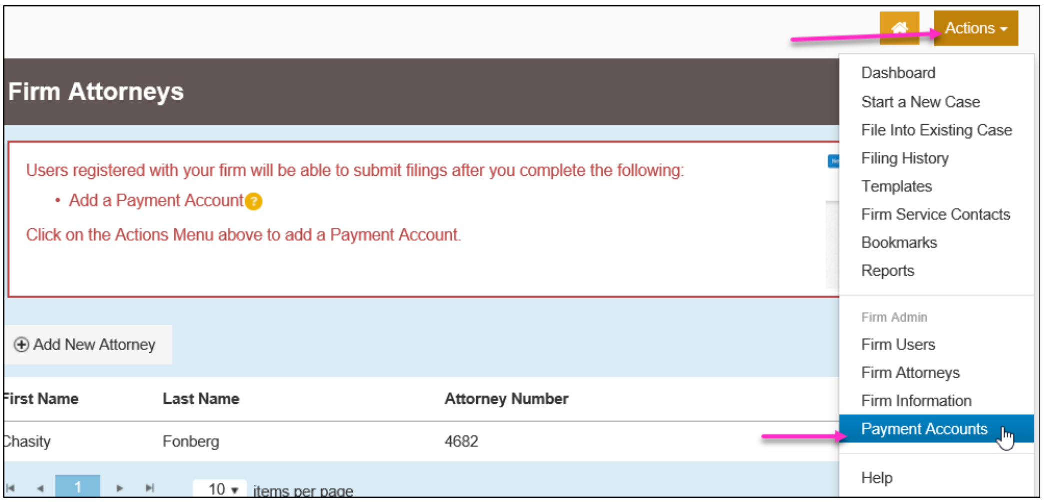


6. Click Save Changes in the bottom right

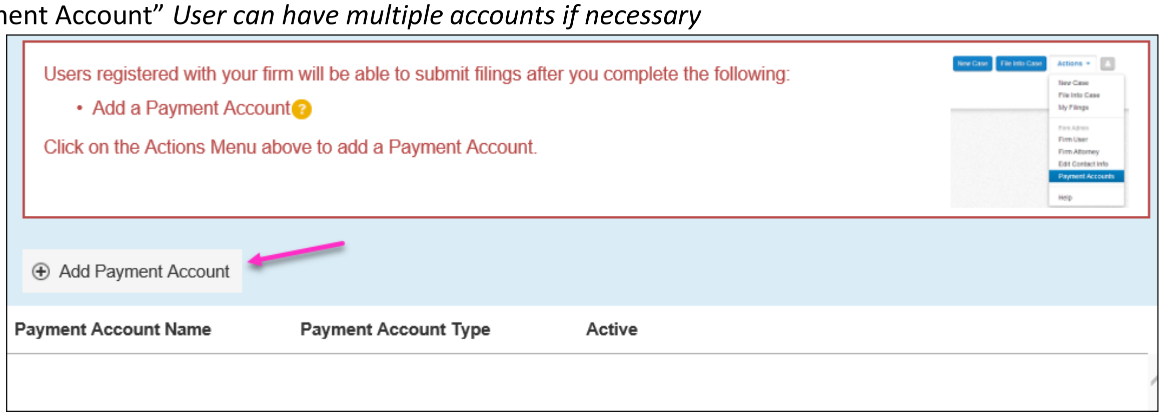


Add a payment account

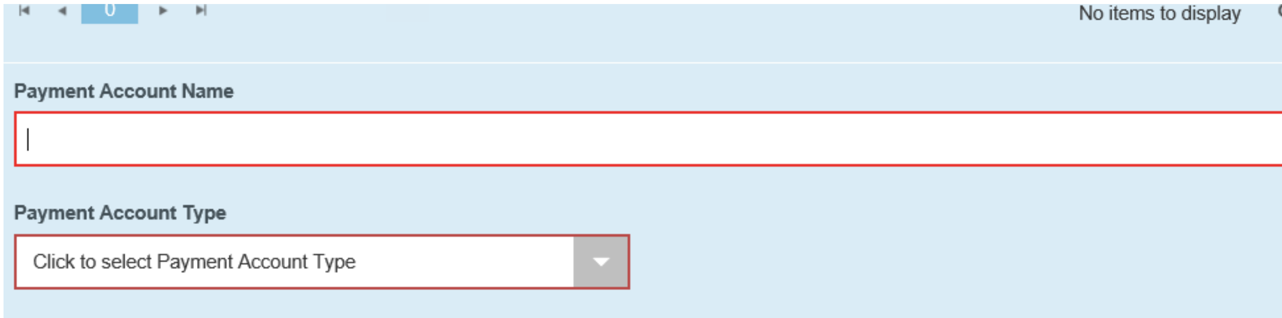
1. Click Actions
2. Click Payment Accounts

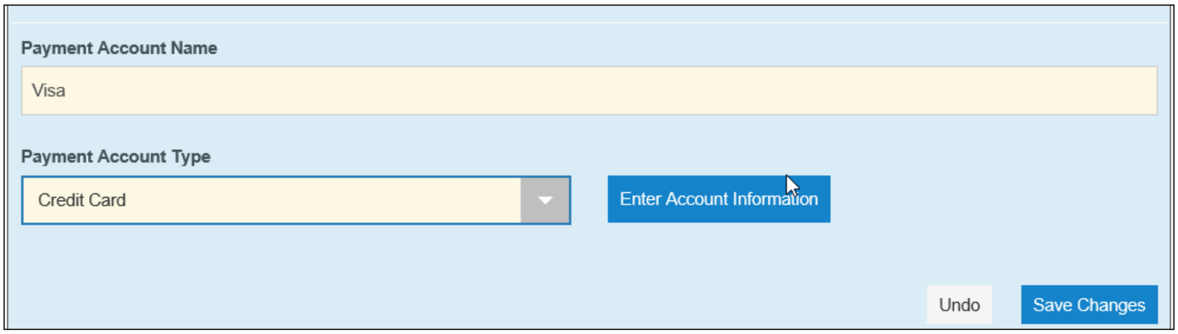


3. Click "Add Payment Account" *User can have multiple accounts if necessary*

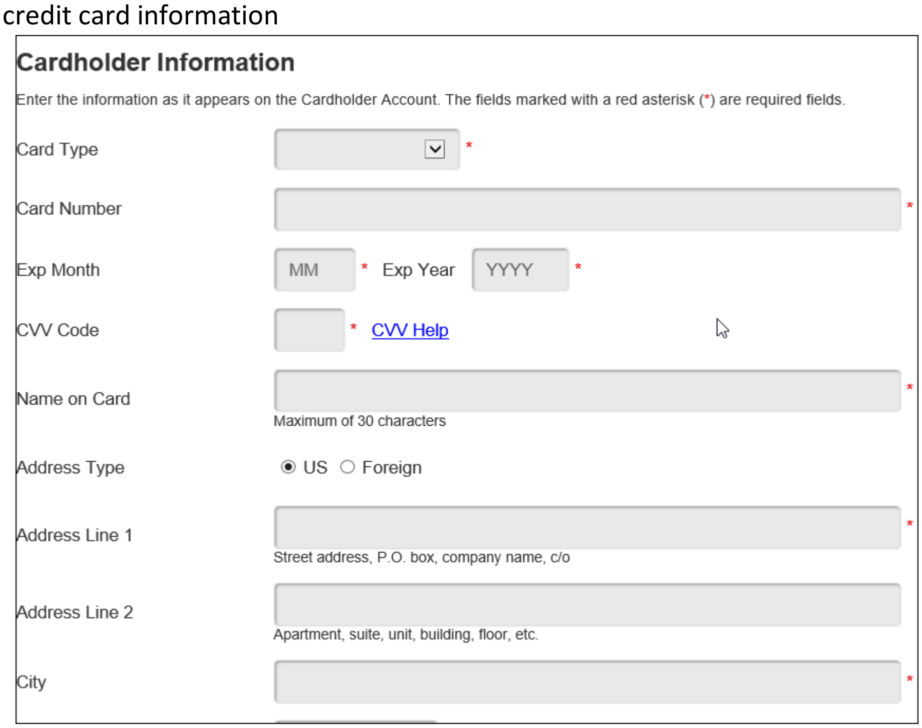


5. Enter Payment Account Name, and all other relevant information



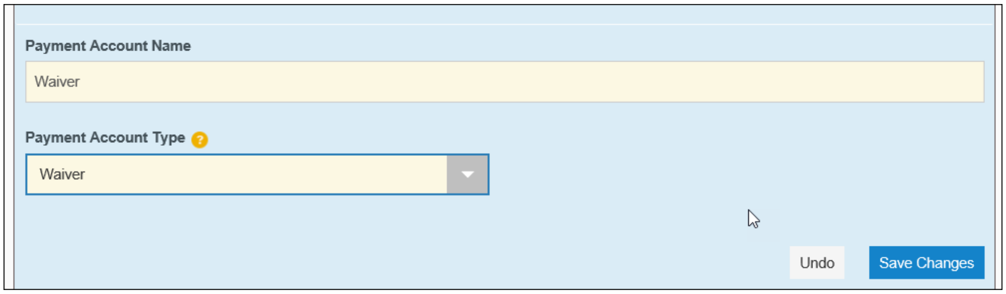


6. User enters all credit card information



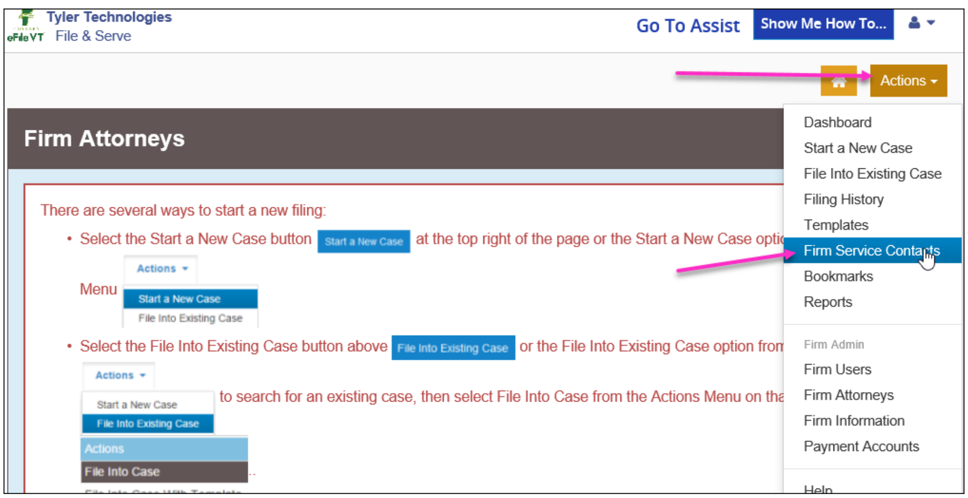
Waiver Account

1. User can add a Waiver account for either criminal cases, stalking, RFA, or if state agency filer:
    a. Click Actions
    b. Click Payment Accounts
    c. Click "Add Payment Account"
    d. Follow steps to complete

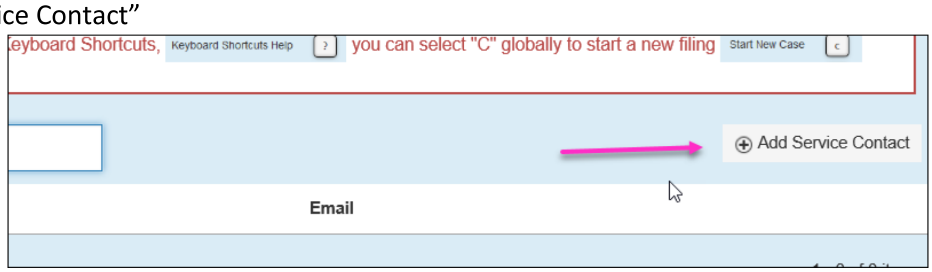


Add a service contact to the Public List

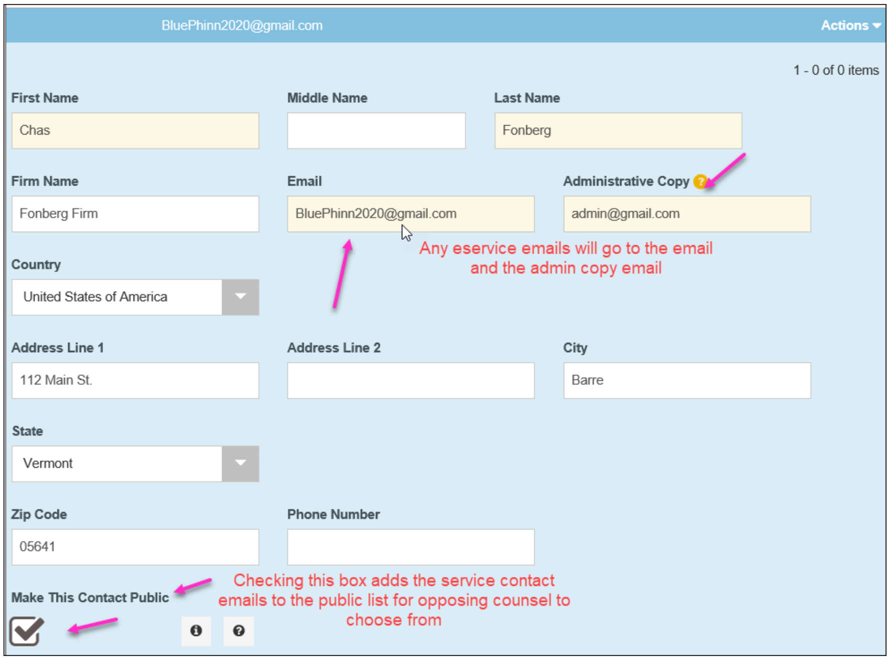
1. Click Actions
2. Click Firm Service Contacts



3. Click "Add Service Contact"



4. Enter the Attorney's information for service contact
5. Enter the Email Address for the Attorney
6. User can add additional admin email addresses under "Administrative Copy" for those other persons to receive copies of served documents

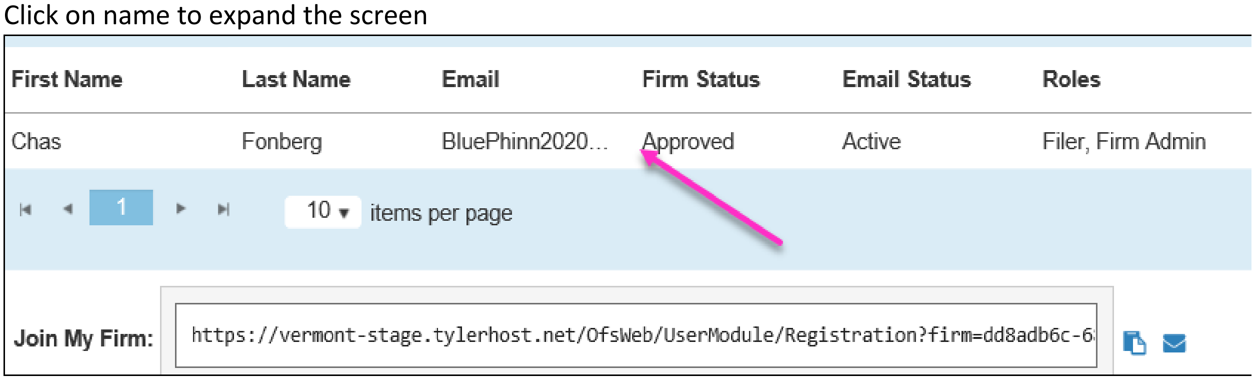


7. Click Save Changes, bottom right

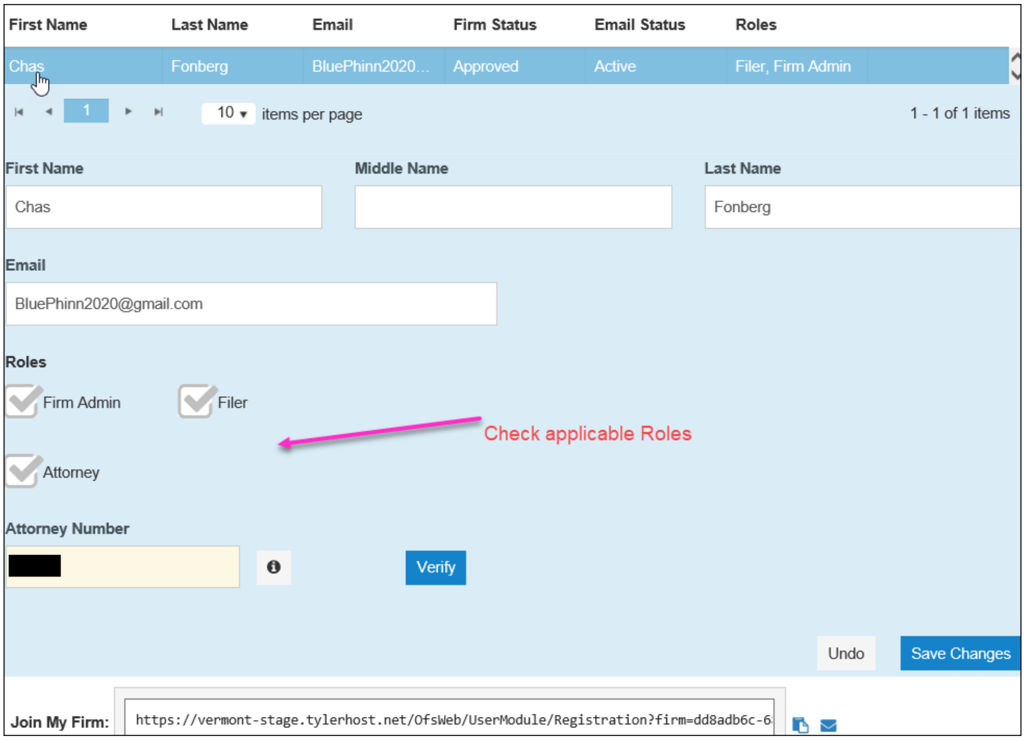
To assign different roles for users

1. Click Actions
2. Click Firm Users

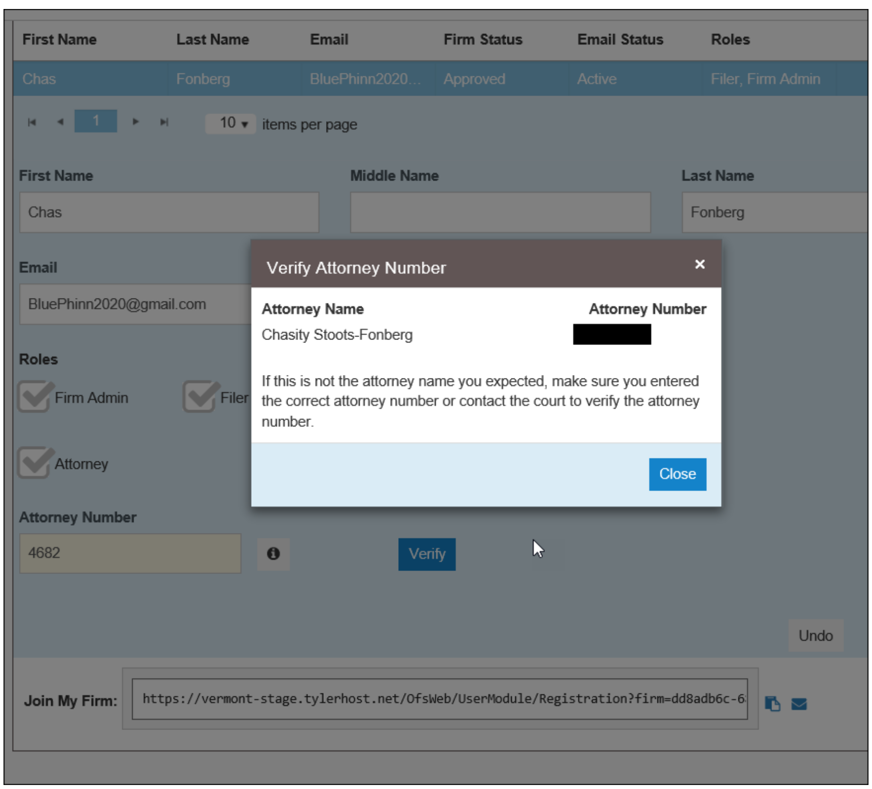
3. Click on name to expand the screen



4. User can then check off the applicable Roles needed for the User



5. If an attorney and attorney box is checked, must enter the Attorney Number (aka Bar Number) and click "Verify" to make sure it is the correct number:

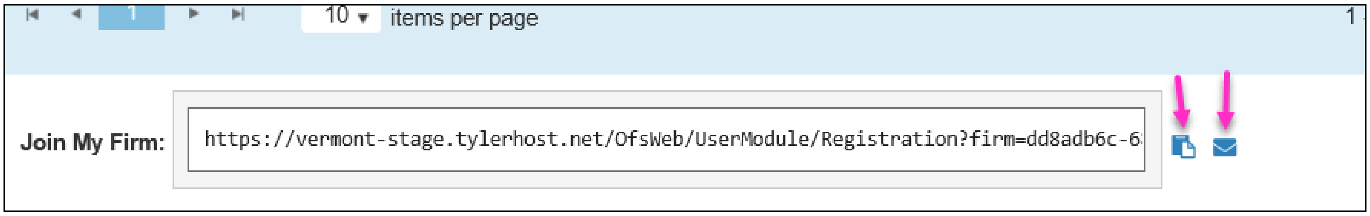


6. Save Changes

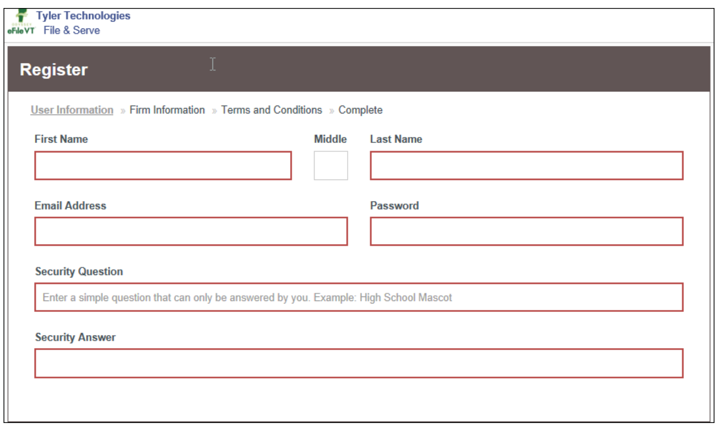
Invite Attorney User to Create an Account under your Firm

The Firm Administrator is responsible for inviting firm users to create an account and join the firm. To invite firm users to create an account and join the firm, perform the following:

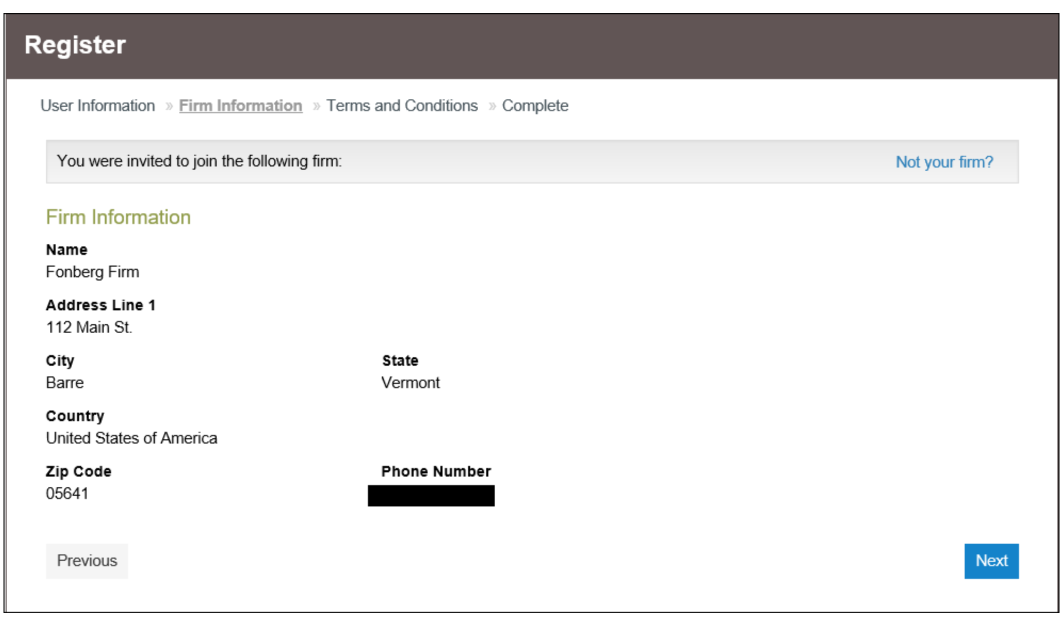
1. Click Actions
2. Click Firm Users
3. Scroll to bottom where it shows “Join My Firm” and the link.
4. There is a copy link button and an email button to share the link to join the firm



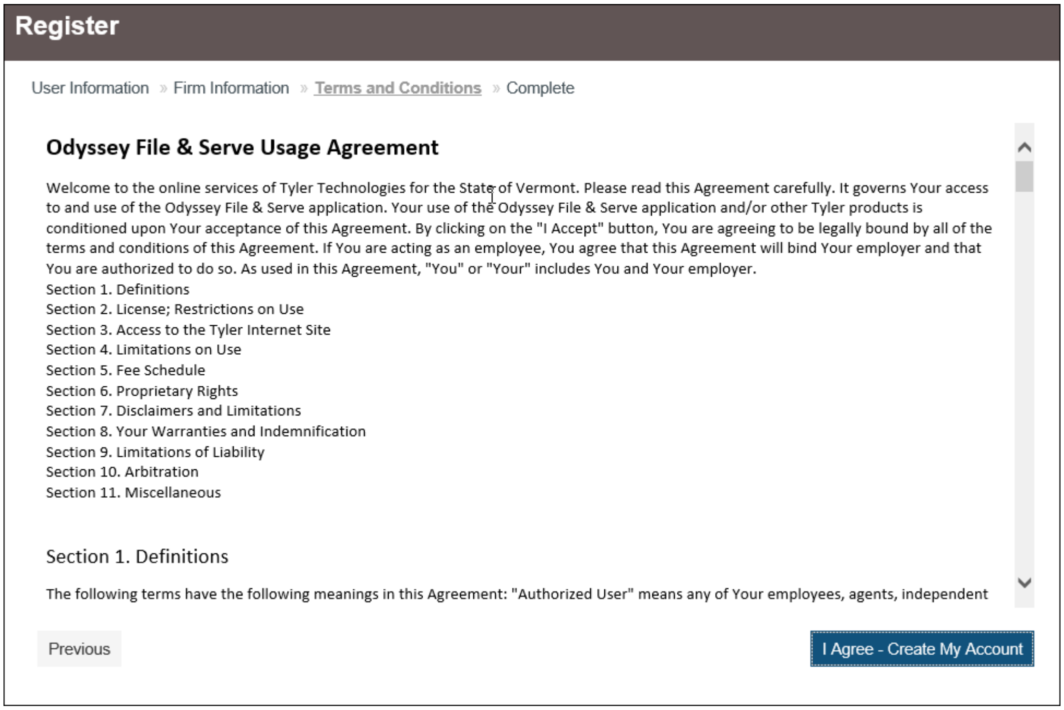
5. Attorney receives link to join the firm
6. Attorney clicks link in email
7. Screen opens for new attorney user to complete:



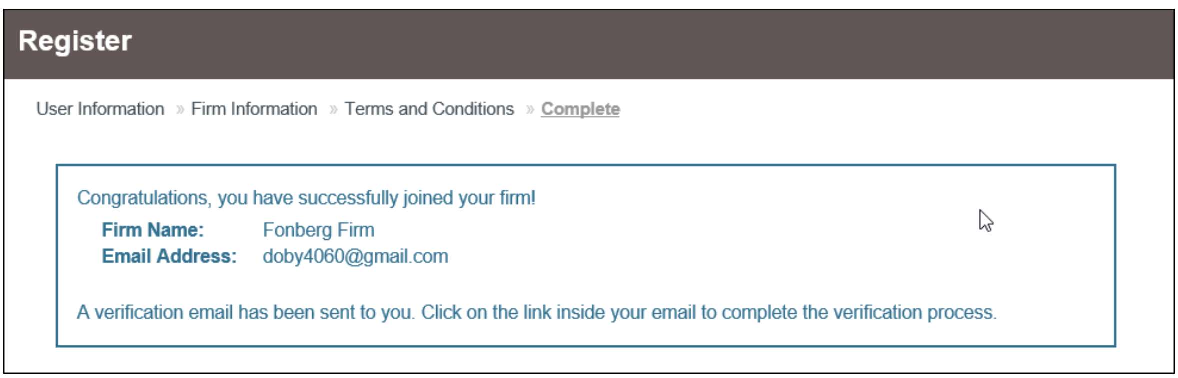
8. Firm Information automatically populates



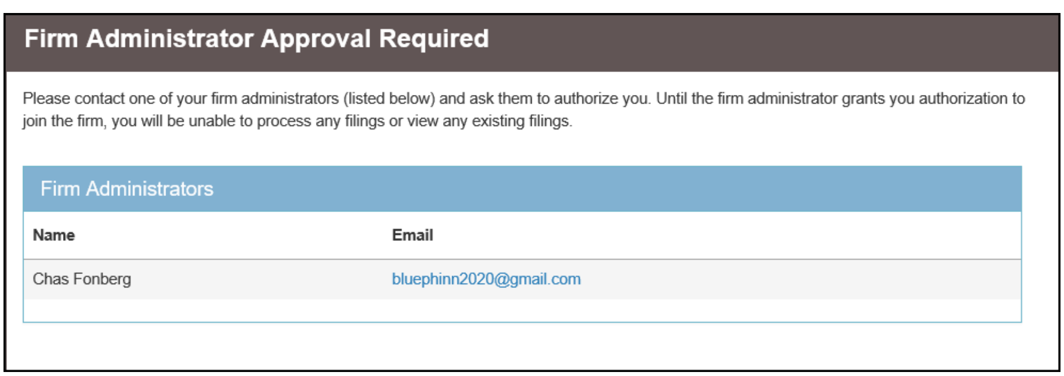
9. User agrees and creates account



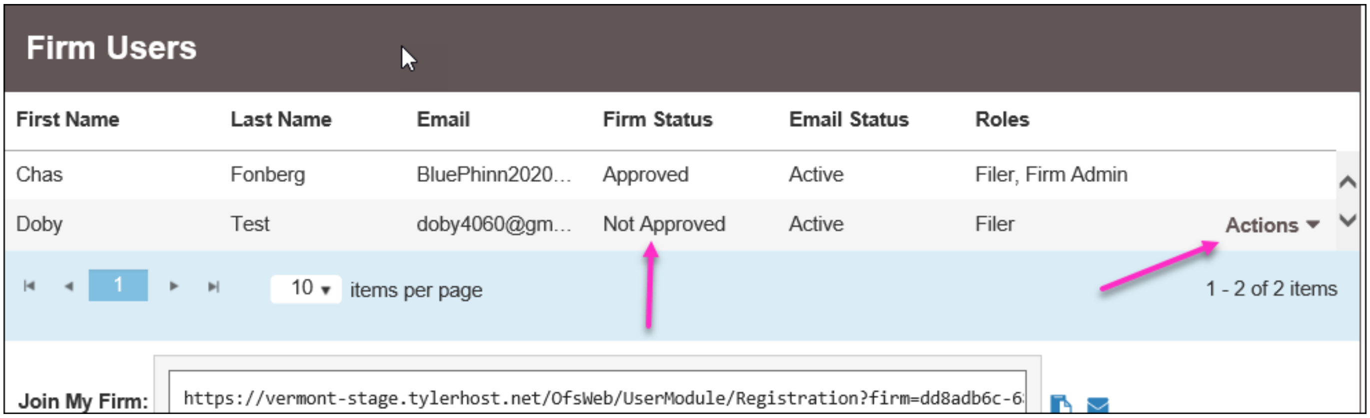
10. Filer has now joined the Firm and must go to email to complete the verification process:



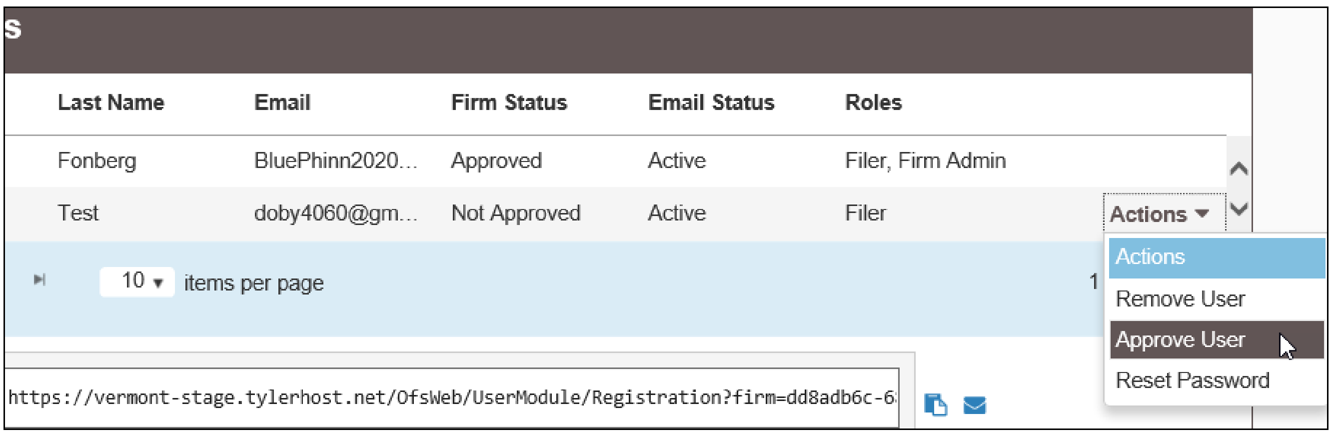
11. User must contact one of the firm administrators to authorize them:



12. **Firm Administrator** logs into the account, clicks actions, firm users, to approve the new attorney:



13. Click Actions, Approve User:



14. Firm Administrator then clicks the attorneys name, which expands screen to assign Roles.
    a. Firm Administrator will need to assign “Attorney” role if user is an attorney, and then enter attorney’s bar number: