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).

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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

![Payment Account Details]

6. User enters all credit card information

![Credit Card Information]

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Cardholder Information
Enter the information as it appears on the Cardholder Account. The fields marked with a red asterisk (*) are required fields.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Type</td>
<td></td>
</tr>
<tr>
<td>Card Number</td>
<td></td>
</tr>
<tr>
<td>Exp Month</td>
<td>* MM</td>
</tr>
<tr>
<td>Exp Year</td>
<td>* YYYY</td>
</tr>
<tr>
<td>CVV Code</td>
<td>* CVV Help</td>
</tr>
<tr>
<td>Name on Card</td>
<td>Maximum of 30 characters</td>
</tr>
<tr>
<td>Address Type</td>
<td>US</td>
</tr>
<tr>
<td>Address Line 1</td>
<td>Street address, P.O. box, company name, etc.</td>
</tr>
<tr>
<td>Address Line 2</td>
<td>Apartment, suite, unit, building, floor, etc.</td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
</tbody>
</table>
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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

   ![Payment Account Adder](image)

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

   ![Firm Service Contact](image)
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

<table>
<thead>
<tr>
<th>Roles</th>
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</tbody>
</table>

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:

   ![Register Form](image)

8. Firm Information automatically populates

   ![Firm Information](image)
9. User agrees and creates account

Odyssey File & Serve Usage Agreement

Welcome to the online services of Tyler Technologies for the State of Vermont. Please read this Agreement carefully. It governs Your access to and use of the Odyssey File & Serve application. Your use of the Odyssey File & Serve application 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

Section 1. Definitions
The following terms have the following meanings in this Agreement: "Authorized User" means any of Your employees, agents, independent

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

Congratulations, you have successfully joined your firm!

Firm Name: Forberg Firm
Email Address: dohy4060@gmail.com

A verification email has been sent to you. Click on the link inside your 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:

![Firm Users](https://vermont-stage.tylerhost.net/0FsWeb/UserModule/Registration?firm=ddbadbc6c-6)

13. Click Actions, Approve User:

![Click Actions, Approve User](https://vermont-stage.tylerhost.net/0FsWeb/UserModule/Registration?firm=ddbadbc6c-6)

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: