

STEP 2

REGISTER



1. Prepare documents



2. Register



3. Sign in & reset password



4. Start a filing



5. Add or find case information



6. Add or see parties



7. Upload documents



8. Add service contacts (optional)



9. Take care of fees/fee waiver



10. Review & submit



11. Check status

(Rev 9/2023)

REGISTER

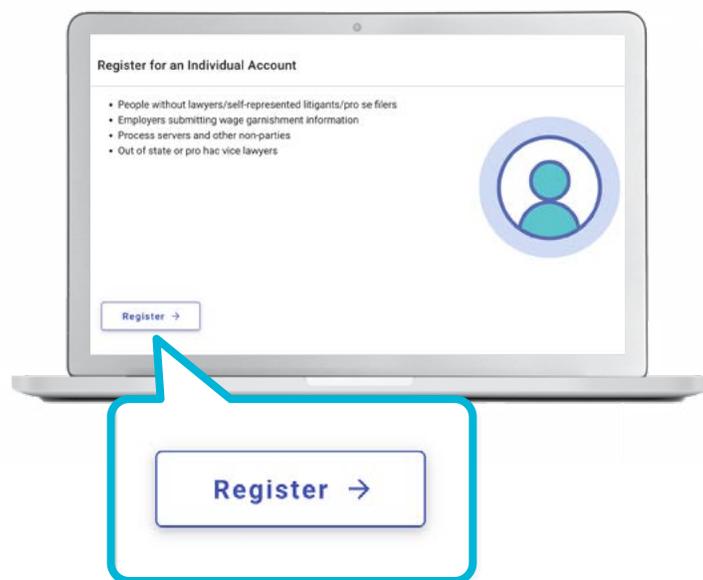
Before you can electronically file (e-file) your court documents, you need to create an account.

*Note: If you already have an account with an Illinois Electronic Filing Service Provider (EFSP), you do **NOT** need to create another one. You go directly to signing in with your existing account info.*

REGISTER FOR AN INDIVIDUAL ACCOUNT

1. To create and register a new e-filing account go to ilcourts.info/efile.
2. Scroll down and click **Register** → under **Register for an Individual Account**.

Remember: If you have already registered for e-filing in Illinois, you can skip this step and click **Sign in** → . For more information on how to sign into your existing account see *How to e-file in Odyssey eFileLL Step 3: Sign in & reset password*.

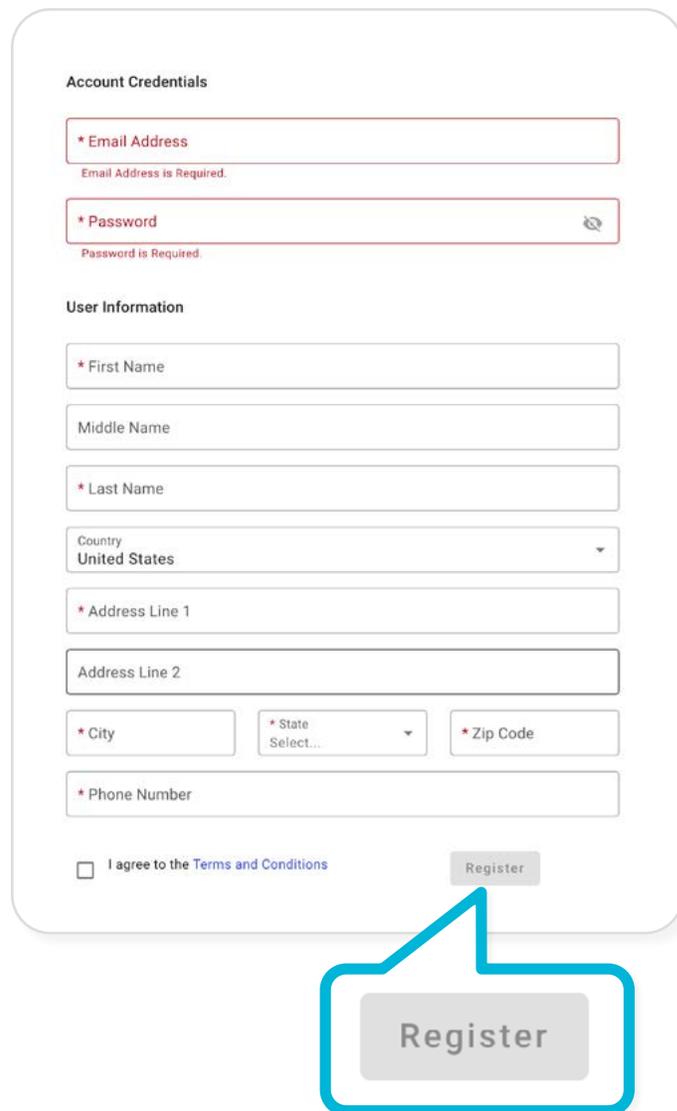


i FOR THE NEXT STEPS, YOU WILL NEED YOUR:

- ✓ **Email.** If you do not have an email, you should consider requesting an exemption from e-filing. More information is available at illinoiscourts.gov/eservices/information-for-filers-without-lawyers
- ✓ **Mailing address.**
- ✓ **Phone number.**

ENTER YOUR INFORMATION

1. Enter your email and create a password. Your password must include at least:
 - a. 8 characters
 - b. 1 lowercase letter
 - c. 1 uppercase letter
 - d. 1 number or symbol (for example, @, #, \$, %, !)
2. Next enter your name, address, and phone number.
3. Click the blue **Terms and Conditions** hyperlink and review the Terms and Conditions that open on a separate page.
4. If you agree, return to the registration page and click the box next to **I agree to the Terms and Conditions**.
5. Click **Register**.



The screenshot shows a registration form with the following sections:

- Account Credentials:**
 - * Email Address (with error message: Email Address is Required.)
 - * Password (with error message: Password is Required.)
- User Information:**
 - * First Name
 - Middle Name
 - * Last Name
 - Country: United States (dropdown menu)
 - * Address Line 1
 - Address Line 2
 - * City, * State (dropdown menu: Select...), * Zip Code
 - * Phone Number
- I agree to the Terms and Conditions
- Register** button

A blue callout box with a white background and a blue border points to the **Register** button, containing the text **Register**.

After you click Register, you will see this message:

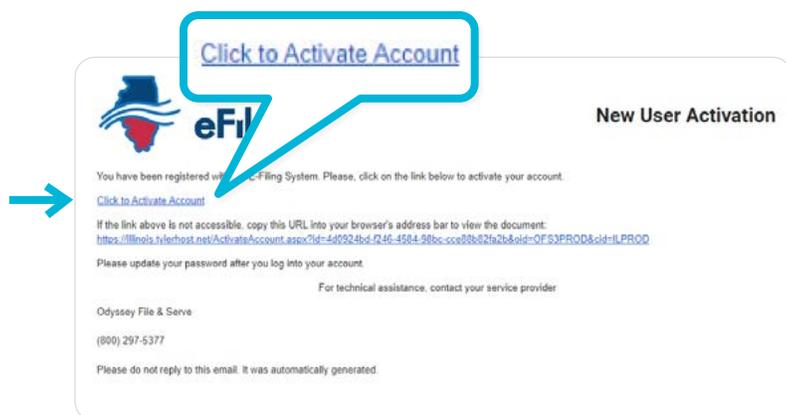
Registration Successful!

You will receive an email with a link to confirm the email address you registered with.

You must click the emailed link before you will be able to sign in.

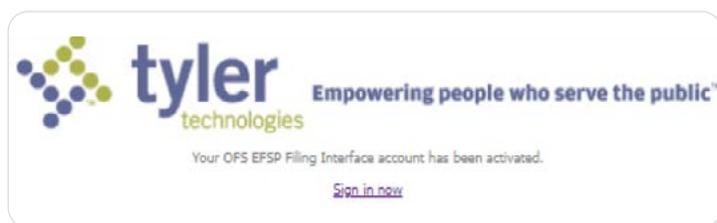
CHECK YOUR EMAIL TO CONFIRM REGISTRATION

1. Log in to the email account you registered with and open the verification email.
2. Click the blue **Click to Activate Account** link to confirm your email. The email will look like this:



i If you do not see this email in your inbox, check your junk mail or spam folder. The email will be sent from **no-reply@efilingmail.tylertech.cloud**

3. After you hit **Click to Activate Account**, a new webpage will open with confirmation that your account has been created. It will look like this:



You have successfully registered with Odyssey eFileIL.