



# Self-Represented Litigants

## How to E-File in i2File Step 2: Register to E-File



### E-filing Steps

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- 2 • Register**
- 3 • Sign In
- 4 • Create New Password
- 5 • Add Payment Account
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## Register to e-file

Before you can electronically file (e-file) your court documents, you need to create an account. *Note, if you have created an account in any Illinois Electronic Filing Service Provider (EFSP) you do NOT need to create another new account, but you can go directly to signing in.*

### ➔ Choose to register a new account

1. To create a new account and register as a Self-Represented user click: <https://il.i2file.net/#/>
2. If you do not have an account in any Illinois EFSP, click **Register**.
3. If you have already registered as a user, click **Login**. For detailed instructions on how to Login to your account see *How to E-File in i2File Step 3: Sign In*.

### ➔ Register as a Self-Represented Account

4. Once you click the Register button a pop up window appears where you must pick to register as a Firm Account or Self-Represented Account. If you do not have an attorney, you need to register for a **Self-Represented Account**.
5. Click **Self-Represented Account**.

**I want to Register as a**

If you have already Registered to any certified service providers (ODYSSEY eFileIL, File & Serve, filetime, Green Filing, Legal e-File, My File Runner or US Legal Pro), Please go to Login page and Login.

<p><b>Firm Account</b></p> <p><b>Perfect For :</b> Attorneys, Firm with multiple filers, Solo Attorney Practitioners</p> <p>Once registered as Firm Administrator you can add other attorneys and support person in the law firm.</p> <p>You will be responsible for setting up and maintaining all users, credit card accounts.</p>	<p><b>Self-Represented Account</b></p> <p><b>Perfect For :</b> ProSe filers, Non-Attorney users, Process Servers, Landlords/Tenants</p> <p>Select this option if you are an independent user, or ProSe filer or court reporter and not associated with law firm.</p>
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- When you click Self-Represented Account, a new box will appear to make sure you are correctly registering for the Self-Represented Account. Click **Continue**.

## Self-Represented Account

You are about to register yourself as the Self-Represented account or ProSe.

Only register yourself as Self-Represented person, if you are a Prose, a solo court reporter, solo process server or any individual not associated with an attorney or law firm.

If you are a practicing attorney or support person in a law firm or attorney please check with your Firm administrator.

**CONTINUE**

**CANCEL**

## ➔ Enter your contact information

- You must enter information for all boxes marked with an \* such as: Address Line 1\*, Country\*, City\*, etc...To complete Step 1 enter in your contact information in all boxes marked with an \*.



Enter an address where you can receive mail during your legal case. This cannot be a P.O. Box.

- Read the Odyssey eFileIL User Agreement and i2File User Agreement. If you agree, click the two boxes next to I Agree so they will appear with ✓. Click **Next**.



To complete registration, you will need:

- ✓ Email address. If you do not have an email address, you will need to create one. Commonly used email accounts include: Gmail, [www.google.com/gmail](http://www.google.com/gmail) and Yahoo Mail, <https://mail.yahoo.com>
- ✓ Create a password that you will remember. Write your password down and keep it in a safe place in case you forget. Your password must be at least eight characters with at least one lower case, at least one upper case, and at least one number or symbol.
- ✓ Enter a security question and answer that you can easily remember.



If you forget your password, you may have to correctly answer your security question to be able to access your account again. It is a good idea to write down and save your password as well as your security question and answer.

## ➔ Enter your email, password, and create a security question

9. Enter your **User Information**. You must enter information for all boxes marked with an \* such as First Name\*, Last Name\*, Email Address\*, etc...

10. Once you enter in all your User Information, click **Register**.

The screenshot shows the 'User Information' registration form. At the top, a progress bar indicates three steps: 1. Contact Information, 2. User Information (highlighted), and 3. Complete Registration. The form fields include: First Name\* (with a sub-field for MI), Last Name\*, Email Address\*, Verify Email Address\*, Password\* (with a sub-field for MI), Verify Password\*, Security Question\*, and Security Answer\*. A 'Helpful Information' box on the right contains the following text: 'Complete this registration option ONLY if you are a filer, a solo court reporter, solo process server, etc. Do not select this option if you are a practicing attorney or support person in a law firm.' 'After completing this registration process your registration will not be complete until you open the New User Activation email you will receive from eFiling Manager. Click the Activate Account link you find in the email.' 'You will then be ready to eFile.' At the bottom of the form are 'PREVIOUS' and 'REGISTER' buttons.

## ➔ Confirm your account through email

11. After you click **Register**, you will see this screen to Complete Registration. Click **Finish**.

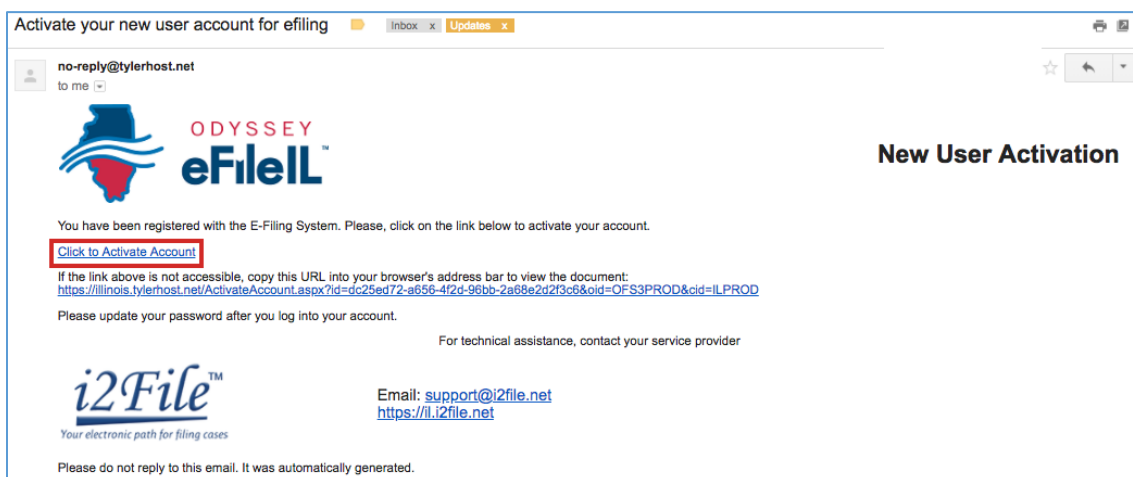
The screenshot shows the 'Your Registration Is Complete' screen. At the top, a progress bar indicates three steps: 1. Contact Information, 2. User Information, and 3. Complete Registration (highlighted). The main content area contains the following text: 'Your login information is mentioned below and will also be emailed to you. You must verify your email address before you can log in. A verification email has been sent to you, please open and click the link inside.' Below this text is a field for 'Email Address:' and a 'FINISH' button.



**You must verify your email address to complete the registration process.**

12. Login to the email account you listed during registration to see the verification email.

13. Open the email and click “**Click to Activate Account**” link to confirm your email address. The email will look like this:



If you do not see the email in your inbox, check your junk mail or spam folder in your email.

14. After you click, “**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 i2File.**