



# E-Filing Guide for Self-Represented Litigants

## How to E-File in Odyssey Step 3: Sign In



### E-filing Steps

- 1 • Prepare Documents
- 2 • Register
- 3 • Sign In**
- 4 • Create New Password
- 5 • Add Payment Account
- 6 • Case Information
- 7 • Party Information
- 8 • Upload Filings
- 9 • Pay Fees
- 10 • Review Summary / Submit

Need Help? Call Odyssey's Filer Support Number: 1-800-297-5377



## Sign in to e-file

After you have created an account with Odyssey, you need to sign in to e-file your documents. If you have not registered as a user, click **Register**. For detailed instructions on how to register for an account see *How to E-File in Odyssey Step 2: Register to E-File*.




### Click Sign In

1. To sign in to your account visit: <https://illinois.tylerhost.net/ofsweb>
2. The Actions panel is where you sign into Odyssey or register as a user.
3. Click **Sign In**.



### Enter your email and password

1. Enter the email address and password you used when you registered for your e-filing account.
2. Click **Sign In**.

 If you forgot your password, see *How to E-file in Odyssey Step 4: Create a New Password* for instructions on creating a new password.



The screenshot shows a sign-in form. At the top, there is a message box that says "Please sign in to continue". Below this, there are two input fields: "Email" and "Password". Both fields are highlighted with a red border. Below the "Password" field, there is a blue "Sign In" button, also highlighted with a red border. At the bottom of the form, there is a link that says "Forgot Password?".

 **You have successfully signed in to your Odyssey account.**