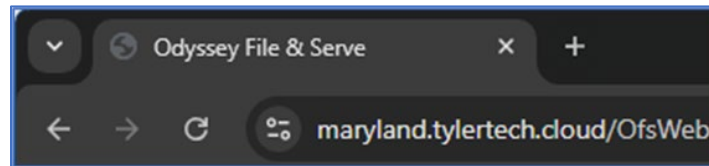


Before you register to e-file your case, you should have access to a **valid email address** and a **high-speed internet connection**. **Note:** You may also need or have access to a document scanner.

1. Open your web browser and navigate to the **File & Serve web portal** (<https://maryland.tylertech.cloud/OfsWeb>).



2. Click **Register**.

 A screenshot of the "Court Information" page of the Maryland Odyssey File and Serve Site. The page includes a welcome message, e-filing requirements, and contact information. Below the information, there are two main sections: "Actions" and "Self Help". In the "Actions" section, the "Register" button (represented by a document icon) is highlighted with a red box. The "Self Help" section contains links for "Need Help?", "Web Training Sessions", "Training Videos", and "User Guides".

3. Complete the required fields: **First Name**, **Last Name**, **Email Address**, **Password**, **Security Question**, and **Security Answer**, then click **Next**. **Note:** Passwords must be at least eight characters and have at least one lower case, at least one upper case, and at least one number or symbol.

 A screenshot of the "Register" form. The form is titled "Register" and includes a progress bar at the top: "User Information" (selected), "Firm Information", "Terms and Conditions", and "Complete". The form fields are:

- First Name:** William
- Middle:** (empty)
- Last Name:** Noble
- Email Address:** (redacted)
- Password:** (masked with dots)
- Security Question:** What was my nickname in elementary school?
- Security Answer:** (redacted)

 The "Next" button is located at the bottom right of the form and is highlighted with a red box.

- Click the round button on the bottom right of the box labeled **Register for a Self-Represented Account**.

Register

User Information > Firm Information > Terms and Conditions > Complete

Registration Options

Register for a Firm Account

Perfect for:

- Attorneys
- Firms with multiple filers
- Solo Attorney Practitioners

Register for a Self-Represented Account

Perfect for:

- Pro Se Filers
- Process Servers
- Landlords / Tenants

- A popup will appear, confirming you are not an attorney. Click **Continue as Pro Se**.

Before you register for a Self-Represented Account...

If you are an attorney, you will want to make sure you are registering for a firm account.

Continue as Pro Se [I'm an attorney](#)

- The screen will expand for you to enter additional Contact Information. Enter your **Address, City, State, Zip Code, and Phone Number**. Then click **Next**.

Contact Information

Country: United States of America

Address Line 1: 187 Harry S Truman Parkway

City: Annapolis State: Maryland

Zip Code: 21401 Phone Number: [Redacted]

[Previous](#) **Next**

- Read the Terms and Conditions. If you agree, click **I Agree - Create My Account**.

Register

User Information > Firm Information > Terms and Conditions > Complete

Odyssey File & Serve Usage Agreement

Welcome to the online services of Tyler Technologies for the State of Maryland. Please read this Agreement carefully. It governs your access to and use of the Odyssey File & Serve application through the Tyler Technologies Internet Site. Your use of the Tyler Technologies Site 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. Mediation
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 contractors or consultants who agree to be bound by the terms and conditions of this Agreement and who are authorized or otherwise designated or permitted by you to access and use the Tyler Services pursuant to the License. "E-Document" refers to any document or discrete compilation of text and/or graphical information in electronic form suitable for submission into the Odyssey File & Serve program. "Enhancement" means any correction, modification, customization, revision, enhancement, improvement, update, upgrade, new release or other change that is released generally by Tyler Technologies for the Tyler Services. "Fee Schedule" means Tyler's current Fee Schedule for use of the Tyler Services, as may be altered or amended from time to time by Tyler. "Information" means the records, data, databases

[Previous](#) **I Agree - Create My Account**

- The next screen confirms your registration. **Note:** Your account is now registered but not yet active. Your account must be verified to be active. File & Serve will send you a verification email when you register.

The screenshot shows a web page titled "Register" with a dark header. Below the header, a breadcrumb trail reads "User Information > Firm Information > Terms and Conditions > Complete". A central box contains the text: "Congratulations, you have successfully registered!". Below this, it says "Email Address: [redacted]". At the bottom of the box, it states: "A verification email has been sent to you. Click on the link inside your email to complete the verification process."

- Open your email and look for the verification email from no-reply@efilingmail.tylertech.cloud. Click on the **Activate Account** link to activate your MDEC account.

The screenshot shows an email titled "New User Activation" from "no-reply@efilingmail.tylertech.cloud". The subject is "Activate your new user account for e-filing". The email body features the Maryland Judiciary logo and states: "You have been registered with the E-Filing System. Please, click on the link below to activate your account." A red box highlights the "Click to Activate Account" link. Below the link, it says: "Please update your password after you log into your account." At the bottom, it provides contact information for Odyssey File & Serve: "(800) 297-5377" and "For technical assistance, contact your service provider". A footer note says: "Please do not reply to this email. It was automatically".

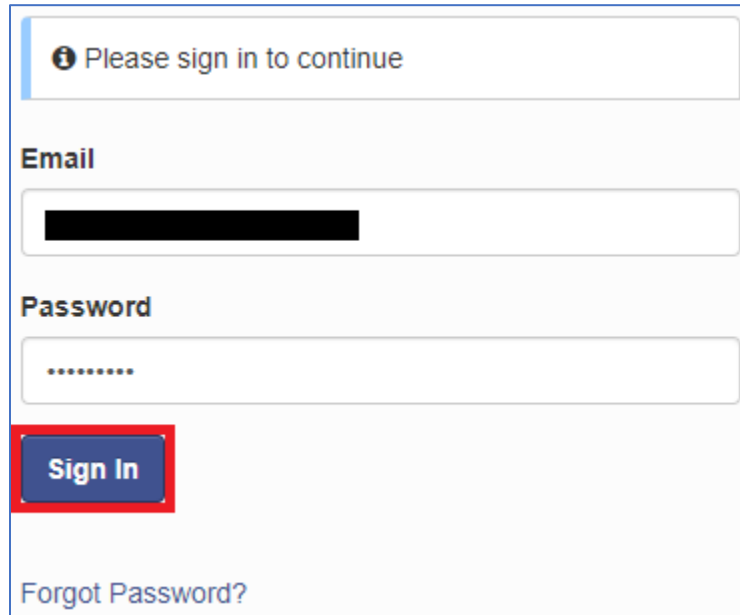
- A browser window will open confirming that your account has been activated. Click Sign in now to return to the MDEC login page.

The screenshot shows a confirmation page from Tyler Technologies. It features the Tyler Technologies logo and the tagline "Empowering people who serve the public™". The text states: "Your Odyssey File & Serve account has been activated." A red box highlights the "Sign in now" button.

- Once you are back on the File & Serve web portal (<https://maryland.tylertech.cloud/OfsWeb>), click **Sign In**.

The screenshot shows the "Court Information" section of the Maryland Odyssey File and Serve web portal. It includes a welcome message, a link to initiate a Failure to Pay Rent case, and a notice about E-filing requirements. Below this, there are two main sections: "Actions" and "Self Help". The "Actions" section has buttons for "Sign In" and "Register". The "Self Help" section has links for "Need Help?", "Web Training Sessions", "Training Videos", "User Guides", and "Share your screen with GoToAssist".

12. Enter your **Email** and **Password**, then click **Sign In**.



Please sign in to continue

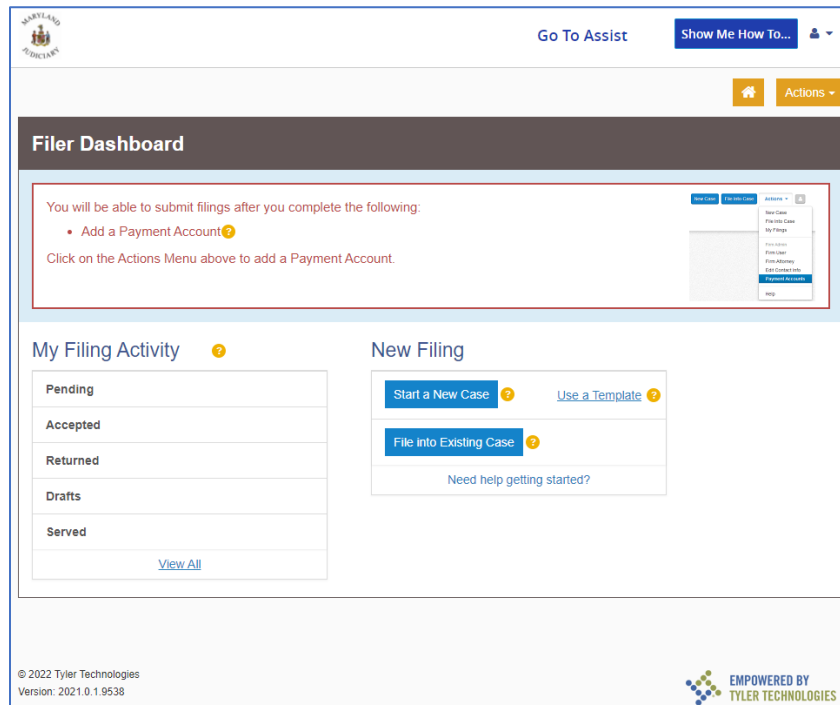
Email

Password

Sign In

[Forgot Password?](#)

13. You should now be at the **Filer Dashboard**.



Go To Assist Show Me How To...

Filer Dashboard

You will be able to submit filings after you complete the following:

- Add a Payment Account

Click on the Actions Menu above to add a Payment Account.

My Filing Activity

Pending

Accepted

Returned

Drafts

Served

[View All](#)

New Filing

Start a New Case Use a Template

File into Existing Case

[Need help getting started?](#)

© 2022 Tyler Technologies
Version: 2021.0.1.9538

EMPOWERED BY
TYLER TECHNOLOGIES