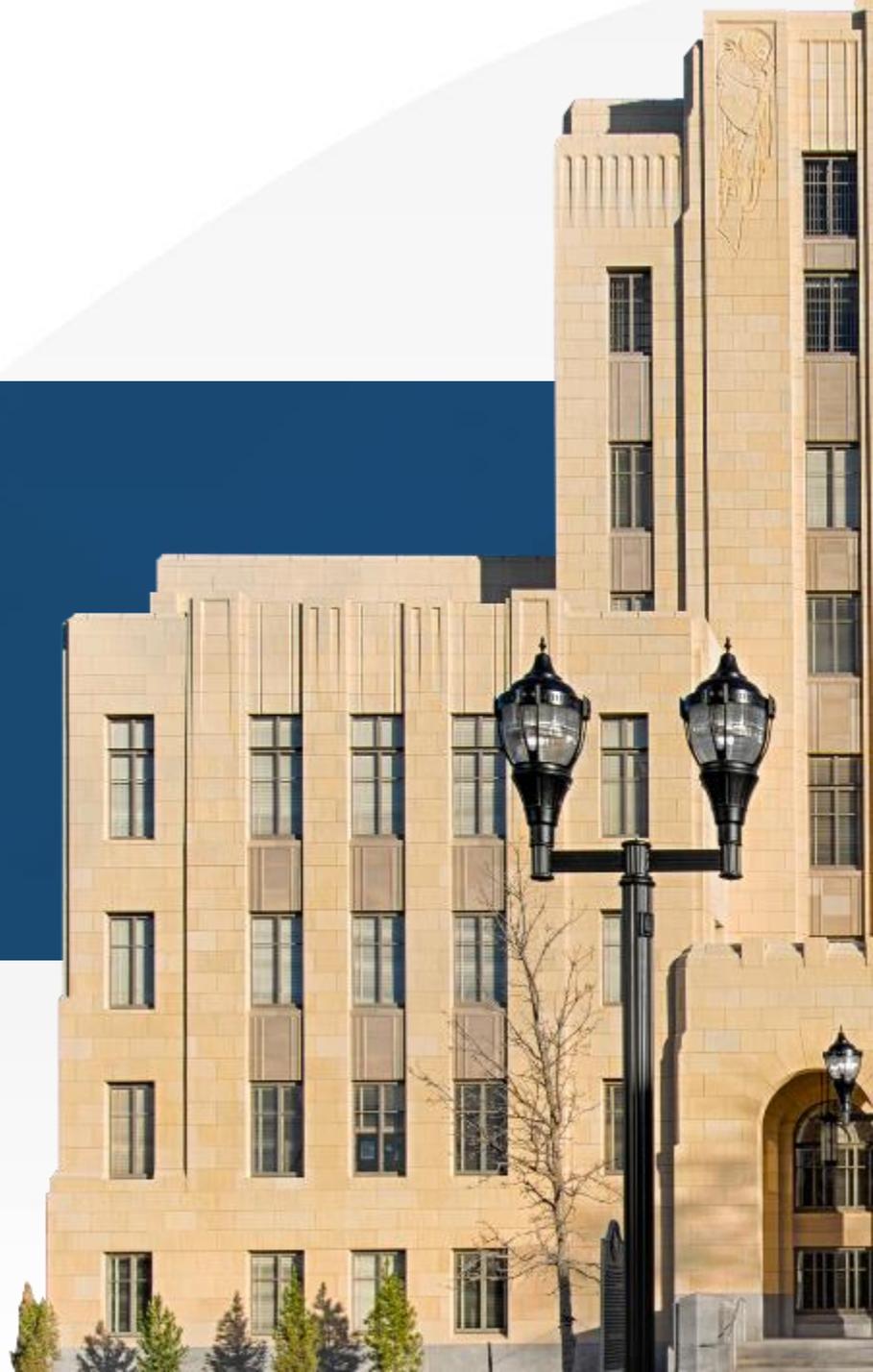


File & Serve *Texas*™

USER GUIDE

File & ServeXpress to File & Serve *Texas*:
Firm Administrator(s) Role & Registration



File & Serve *Texas*

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FILE & SERVE *TEXAS* RESOURCES

File & Serve *Texas* has many resources available to you in order to address your questions and concerns:

- **File & Serve *Texas* Client Support** is available to assist you with technical, ID, functionality and any other questions you may have. You can contact Client Support at 888.529.7587.
- **File & Serve *Texas* Microsite** is available from the File & Serve *Texas* homepage by clicking on the link in the center of your screen. The Microsite contains our training registration information, jurisdiction specific rules and procedures, user guides, pricing, and more. Click [here](#) to access the Microsite.
- **File & Serve *Texas* Login Page** is where you can find password help, a link to the registration page, and links for help and contact information. Click [here](#) to access the login page.

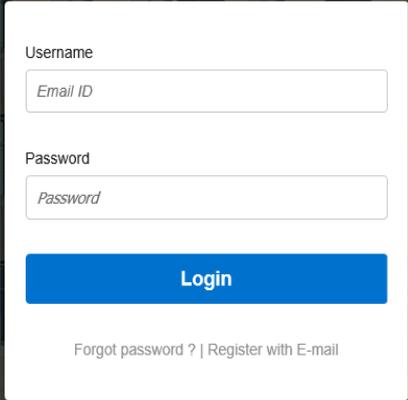
ACCOUNT REGISTRATION OVERVIEW

The File & Serve *Texas* User Guide provides a convenient source of information to help you efficiently transition your firm from File & ServeXpress to File & Serve *Texas*.

Before You Begin

1. Check your minimum system requirements to be sure your computer is correctly configured for using File & Serve *Texas*.
2. If you need assistance, call our Client Support line at 1-888-247-2051.
3. Our Client support representatives are available 24/7/365.

Logging in to File & Serve *Texas*



Username
Email ID

Password
Password

Login

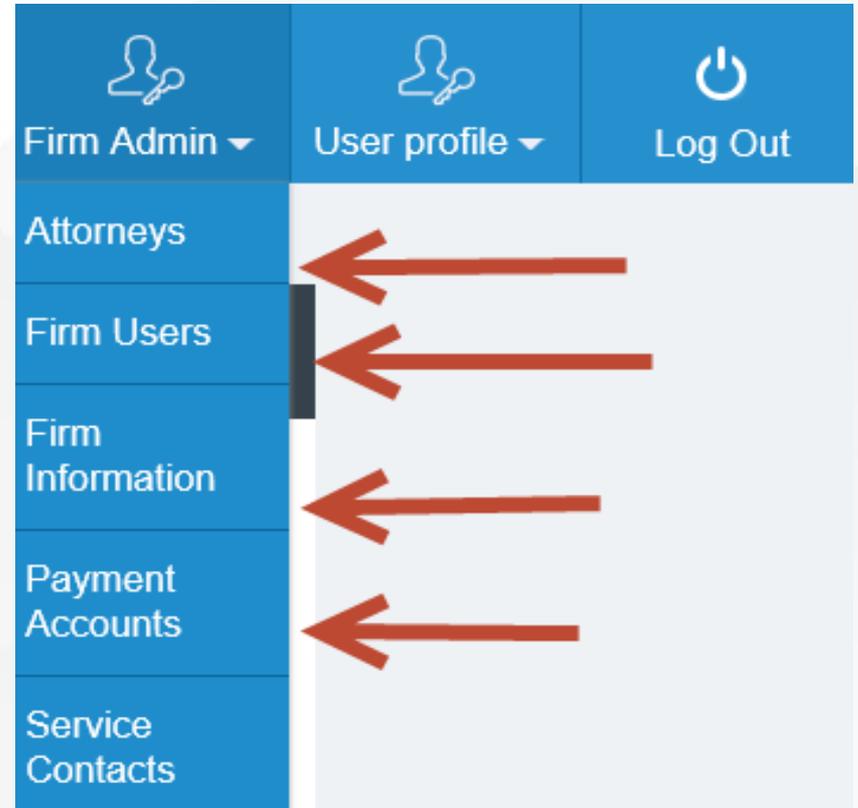
Forgot password ? | Register with E-mail

1. Go to www.fileandservetexas.com.
2. Your username will be your email address.
3. The password to enter will be the same as your e-filetexas.gov password.

FILE & SERVE EXPRESS TO FILE & SERVE TEXAS: Firm Administrator(s) Role

Under the Firm Admin Drop-Down Menu on File & Serve Texas, the Firm Administrator(s) will be able to:

- Verify all of the Attorneys and Firm Users who are associated with the firm;
- Ensure all Firm Information and Payment Accounts are up-to-date at all times;
- Will be responsible for adding new Attorneys and Firm Users to ensure they are properly associated with your firm; and
- Will be responsible for removing Attorneys and Firm Users who are no longer with the firm.

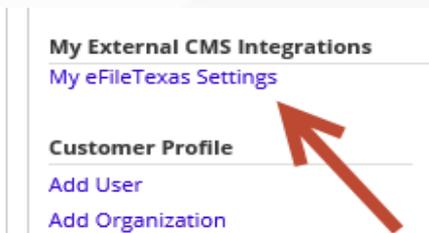


FILE & SERVEXPRESS TO FILE & SERVE TEXAS: Registration Instructions for Firm Administrator(s)

1. Firm Administrator(s) should be the FIRST member(s) of the firm to log into File & Serve *Texas*.
2. Please enter your firm email address as your username.
3. Your e-filetexas.gov password will be your password for File & Serve *Texas*. Please enter it as your password.
4. If you don't remember your e-filetexas.gov password, please ***log out*** of File & Serve *Texas* and log into File & Serve*Xpress*.
5. Once you have logged into File & Serve*Xpress*, click on **Preferences**.



6. On the left-hand side of the screen, click on “**My efileTexas Settings**”.



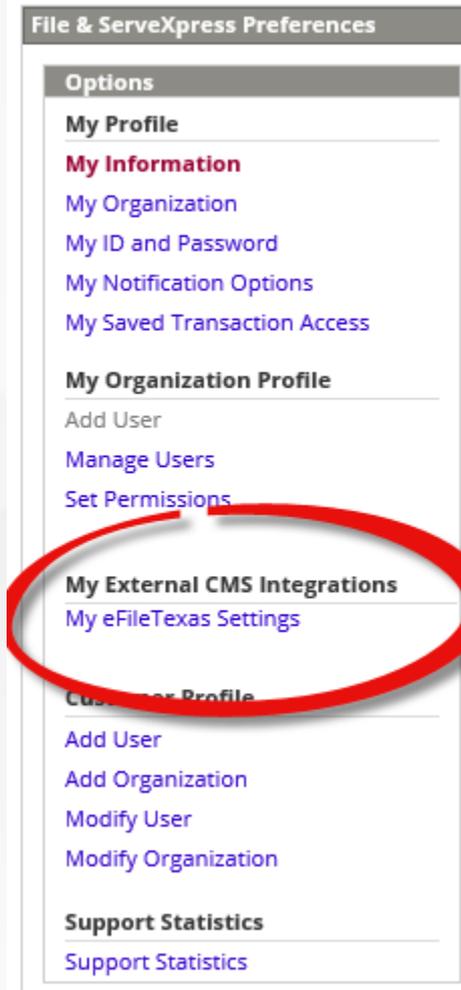
FILE & SERVEPRESS TO FILE & SERVE TEXAS: Registration Instructions for Firm Administrator(s) *(continued)*

7. You will reset your password under “My efileTexas Settings”.
8. After your password is reset, log out of File & ServeXpress. Go to www.fileandservetexas.com.
9. Login into File & Serve Texas with your username and newly created password.



NOTE:

Your File & ServeXpress account will not become deactivated.

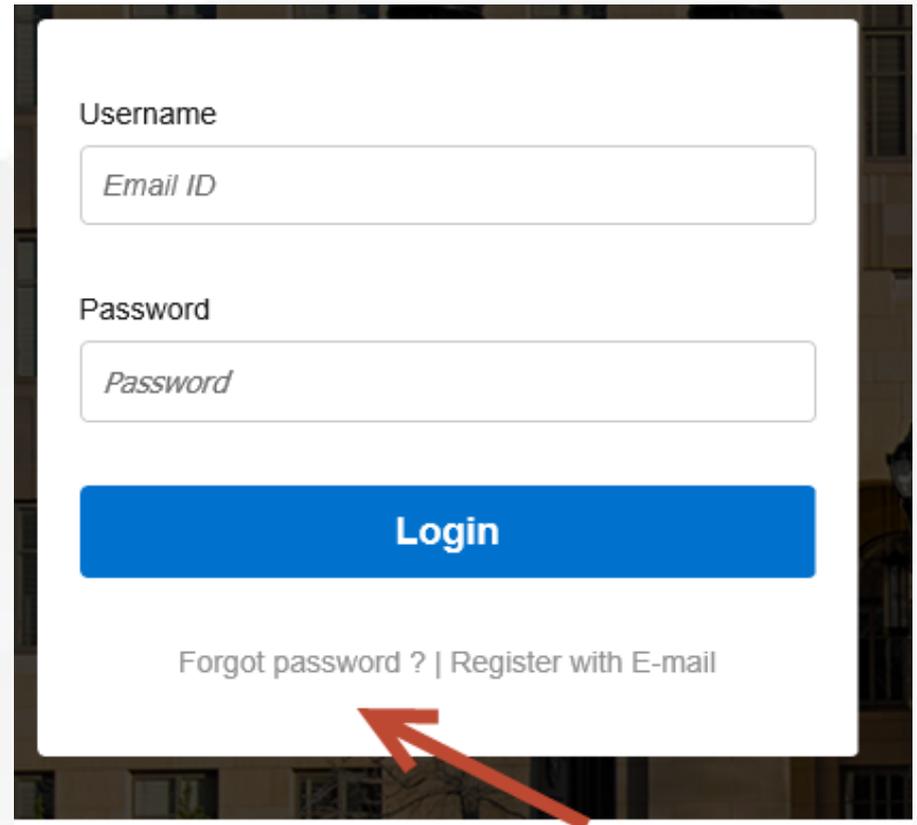


FILE & SERVEEXPRESS TO FILE & SERVE TEXAS: Registration Instructions for Firm Administrator(s) *(continued)*

NOTE:

If you do not have a File & Serve*Xpress* account, please OMIT the above-steps numbered 4-9.

After entering your firm email address, you will click on “Forgot Password” under the File & Serve *Texas* login page and follow the prompts.



Username

Password

Login

[Forgot password ?](#) | [Register with E-mail](#)