

## User Self Register with a Existing Firm

**Step 1.** Select *User with Existing Firm* (example text is incorrect, <u>you do not need</u> to know your Firm's ID)

| I want to Register as a   |                                      |
|---|--------------------------------------|
| O Firm Administrator  |                                      |
| Each firm must have a designated person to admini<br>Administrator will register the firm and be responsibl<br>users, credit card accounts, and attorneys at the firn | le for setting up and maintaining al |
| User with an Existing Firm  |                                      |
| Your firm has already been registered with the E-Fill firm ID and have been given permission to set up you Administrator. The Firm ID serves as the common in firm.   | our account by your Firm             |
| O An Independent User   |                                      |
| You are a single user, not associated with or representation  | ented by a law firm.                 |
|   |                                      |
|   |                                      |



## Step 2 Select your Firm

- 1. In Search for Firm type in first name (i.e. crain) and Click Search.
- 2. From the Search results **highlight** the correct firm (Crain Caton & James).
- 3. Firm and address will appear in **Selected Firm.**
- 4. Click Next.



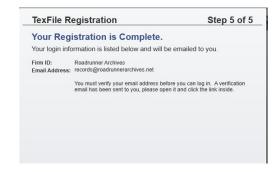


## **Step 3 Enter User Information:** Name, Email address, Password and Security Question.

NOTE: your Email Address is your log-in ID.



**Step 4:** Your registration is accepted.





## Step 5

You will receive an email to confirm your email address.



**Step 6:** You must "click" on <u>Activate Account</u> in order confirm this is your correct email address.

**Step 7.** The Firm Administrator will approve you as User.

You will receive this confirmation.

