

File & Serve *Maryland*™

USER GUIDE

Registering a New Account



What's Inside

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File & Serve *Maryland* (FSMD) has many resources available to you in order to address your questions and concerns:

- **FSMD 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. They are available 24/7/365.
- The **FSMD** website (www.fileandservemaryland.com) contains helpful information for using the FSMD system. The website houses our training registration information, user guides, pricing, and more.

FSMD REGISTRATION OVERVIEW

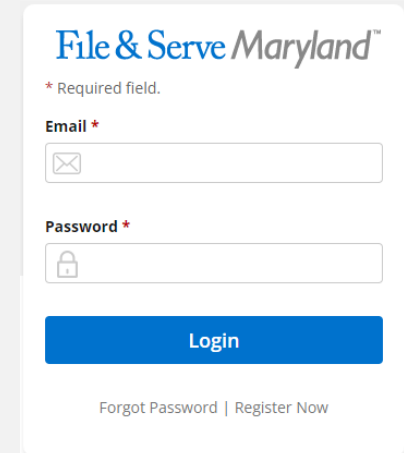
This FSMD User Guide provides a convenient source of information to help you efficiently register a new account.

IMPORTANT: If you have registered your email address with Maryland Odyssey File and Serve, the same username and password can be used with FSMD.

Before You Begin

1. Refer to the appropriate court rules on electronic filing prior to using FSMD to ensure that you are in compliance with local requirements.
2. Check our minimum system requirements for using FSMD.
3. If you need assistance, call our Client Support line at 1-888-247-2051. They are available to assist 24/7/365.

Logging in to FSMD



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* Required field.

Email *

Password *

Login

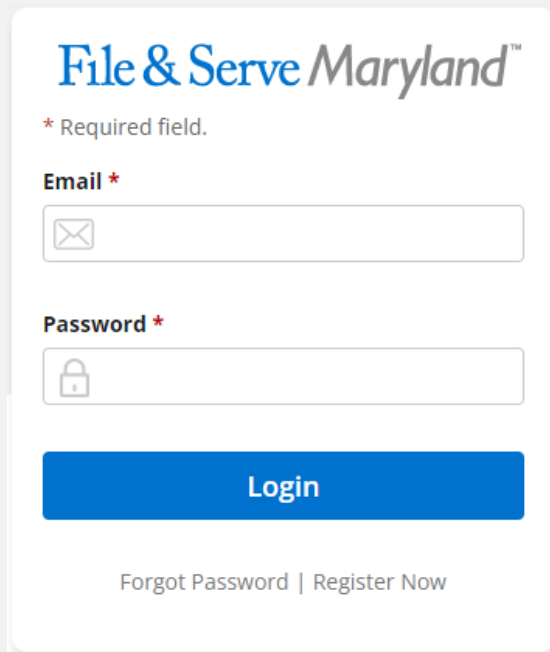
Forgot Password | Register Now

1. Open Chrome, Safari, or Firefox go to www.fileandservemaryland.com
2. Enter your Username and Password and click **Login**.
3. **If you do not have a Username/Password, please contact your Firm Administrator.**

REGISTERING A NEW ACCOUNT

To register your new account, follow these steps:

1. Go to www.fileandservemaryland.com
2. Click on *Register Now*
3. This will bring you to a new screen for registering your account



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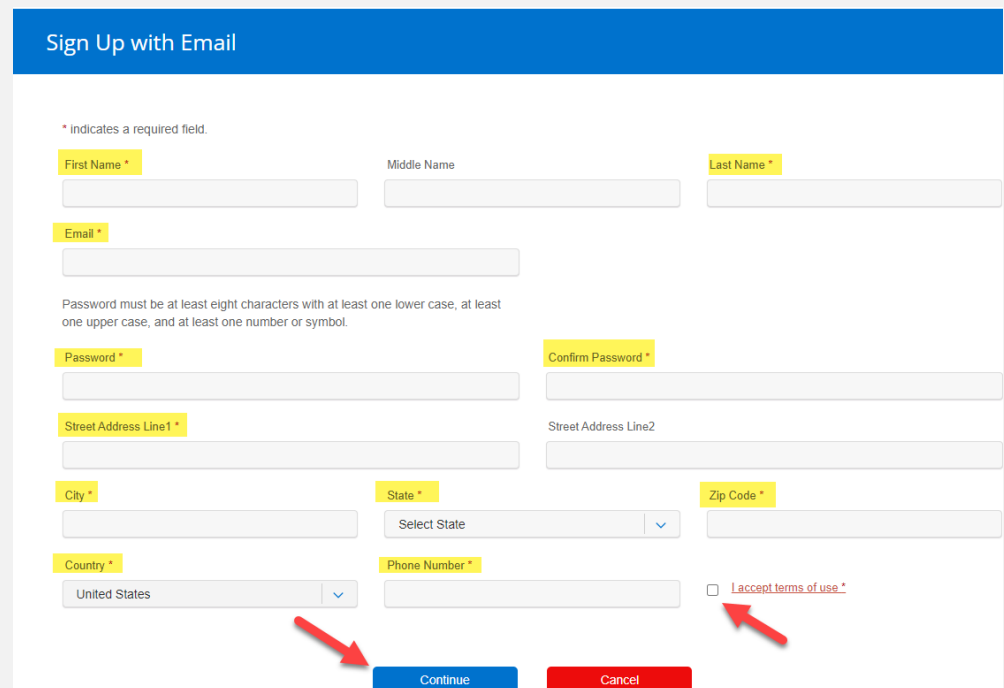
* Required field.

Email *

Password *

Login

[Forgot Password](#) | [Register Now](#)



Sign Up with Email

* Indicates a required field.

First Name * Middle Name **Last Name ***

Email *

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.

Password * **Confirm Password ***

Street Address Line1 * Street Address Line2

City * **State *** **Zip Code ***

Country * **Phone Number ***

 [I accept terms of use *](#)

Continue **Cancel**

REGISTERING A NEW ACCOUNT

(continued)

4. Fill out the necessary fields in “Answer Security Question”
5. Click on “Complete Registration and Begin Filing”

The screenshot shows a registration form titled "Answer Security Question". It includes several input fields and a dropdown menu, with callouts providing instructions:

- Security Question ***: A text input field containing "What color is your dog". A callout box says: "Easy to Remember! Make up your own Security Question and Answer."
- Enter Security Answer ***: A text input field containing "Brown".
- User Type ***: A dropdown menu with "Law Firm Administrator" selected. A callout box says: "User Type will be Non-Law Firm User or Law Firm Administrator".
- Firm Name ***: An empty text input field. A callout box says: "Law Firm Administrator must enter Firm Name".
- Complete Registration and Begin Filing**: A blue button at the bottom right, indicated by a red arrow.

* indicates a required field.
Note: If you are part of a law firm, create a law firm admin account or contact your firm admin to join the firm's account.

REGISTERING A NEW ACCOUNT

(continued)

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6. Go to the email address that you registered with for FSMD
7. You should have a “no-reply” email, Subject: “File & Serve new user activation”
8. Open the email and click on “Activate Account”. Your account is now activated.

no-reply@efilingmail.tylertech.cloud

to me ▾

Contact Your Service Provider With Any Questions

Odyssey File & Serve

(800) 297-5377

This message was automatically generated. Do not reply to this e-mail.

A new user has been registered. Please click on the link below to activate your account.

[Activate Account](#)

