

Public Access Registration Information

If you need Public Access to File & ServeXpress, you will need to create an account.

Instructions for Public Access Users

1. Visit <https://os.fileandservexpress.com/web/ui/welcomepage.aspx> to begin the registration process.
2. Select Account Type: **"Public Access"**.
3. Click **"Get Started"**.
4. Add **"Organization Information"**.
5. Add **"User Information"** for your primary contact.
6. Add user information for any other users you wish to add to the Public Access account.
7. Review the **"System Requirements"**.
8. Review and accept the **"Terms of Service Agreement"**.

Your username and password will be emailed to you when the account creation is complete.