



Self-Represented Litigants

How to E-File in Odyssey File & Serve 
Step 4: Create a New Password if You Forgot It

E-filing Steps

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Create a new password

If you forget your password, you need to create a new one. After several failed attempts to sign in to the system, your account is locked. You will need to create a new password.

➔ Tell Odyssey File & Serve you forgot you password

1. At the login screen, click **Forgot Password?**

The screenshot shows a login form with the following elements: a message box at the top that says "Please sign in to continue", an "Email" input field, a "Password" input field, a "Sign In" button, and a "Forgot Password?" link. The "Forgot Password?" link is highlighted with a red rectangular box.

2. Enter the email address you used when you registered for your Odyssey File & Serve account.

Please enter the email address associated with your account.

The screenshot shows the "Email Address" input field, which is highlighted with a red rectangular box. Below the input field is a blue "Next" button, also highlighted with a red rectangular box.

3. Click **Next**.

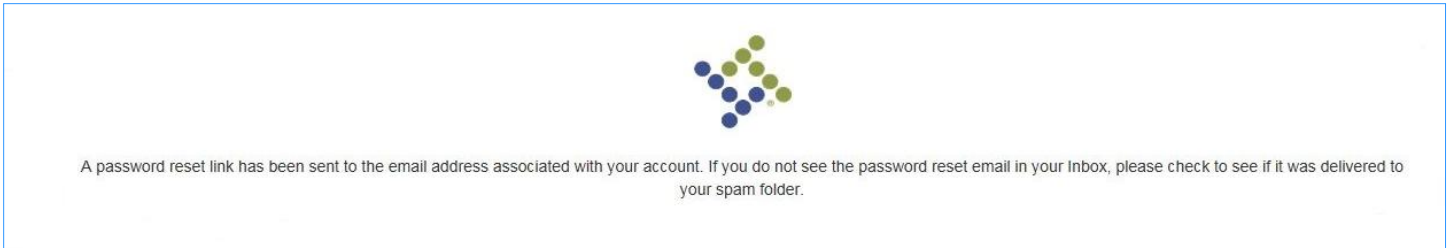
4. Check the box next to **I'm not a robot**.

The screenshot shows the "Email Address" label above a form containing an unchecked checkbox next to the text "I'm not a robot". To the right of the checkbox is the reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms".

5. Click **Reset Password**.

The screenshot shows a blue "Reset Password" button, which is highlighted with a red rectangular box.

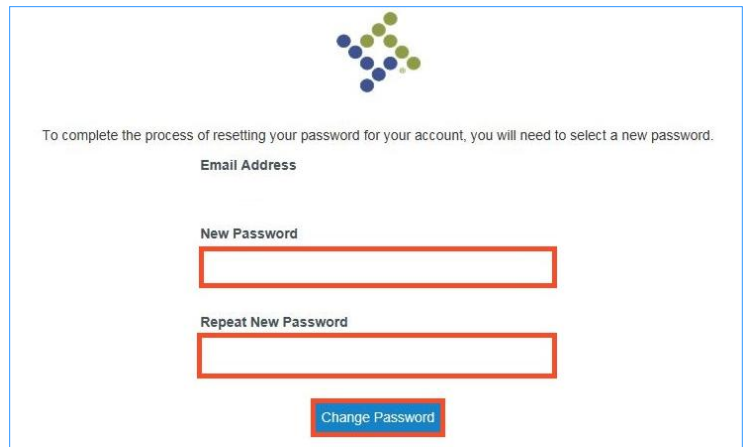
6. The following message will pop up. Check your email to find the link to reset your password.



7. This is what the email will look like. Click **click here**.



8. Enter your new password in the first box and then enter the same new password again.



9. Click **Change Password**.

10. This message will pop up and confirm you successfully changed your password.



You have successfully created a new password. You can now login to your Odyssey File & Serve account.