eFiling Registration & Log-in Help Screens

Registration

To submit new documents you must be a Registered User. Registered Users will receive a User ID and Password. You only need to register one time. As a Registered User, you may submit documents for any entity you are authorized to represent. To register select **[Register]** under new to eFiling.

Complete the registration form by entering your first and last name, company name or your employer, email address. Retype your email address, phone number and then create a security question and an answer.

Once all required fields are filled out, you select **[Submit]**. When your registration is complete, an email will be sent to the email address you provided with your User ID and a temporary password.
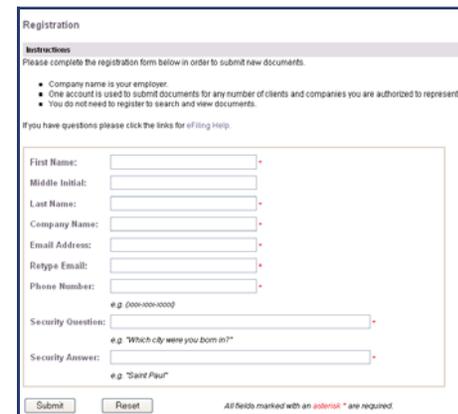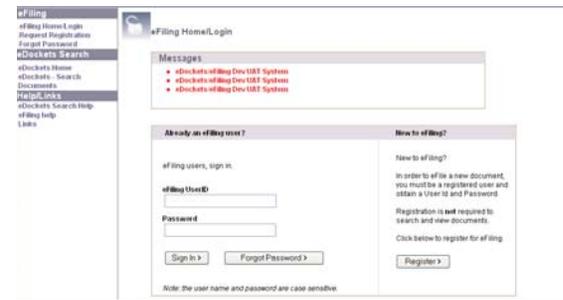
Log-in

Once you have your user ID and Password you may log in and submit documents.

If you forget your password you can click on **[Forgot Password]** and a new temporary password will be sent to the email address you provided at registration.

When you log in please verify your information. To make changes to the information you provided at registration, select **[Update My Profile]**. You may not update your email address. If your email address has changed, you will have to submit a new registration.