

## Civil Appeals – Self-Represented Litigants

How to E-File in Odyssey (Kiosk Mode) File IL

Step 4: Create a New Password if You Forgot It

## **E-filing Steps**

1	Prepare Documents
2	• Register
3	• Sign In
4	Create New Password
5	Add Payment Account
6	Case Information
7	Upload Filings
8	Add Service Contacts
9	• Pay Fees
10	• Review Summary / Submit





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



## Tell Odyssey you forgot you password

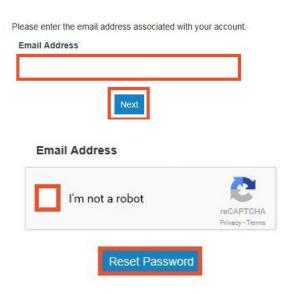
1. At the login screen, click Forgot Password?



- 2. Enter the email address you used when you registered for your Odyssey account.
- 3. Click Next.

- 4. Check the box next to I'm not a robot.
- 5. Click Reset Password.

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

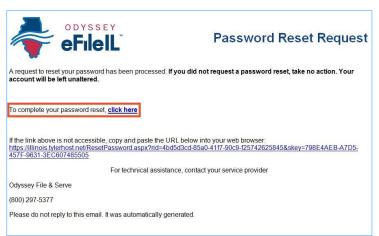


A password reset link has been sent to the email address associated with your account. If you do not see the password reset email in your Inbox, please check to see if it was delivered to your spam folder.

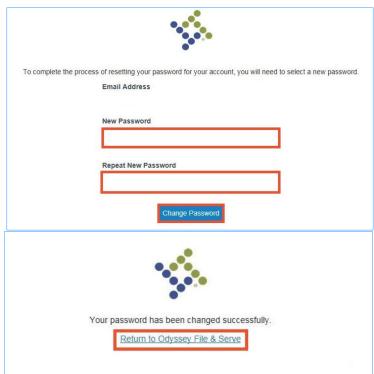
7. This is what the email will look like. Click "click here."



The email will be from no-reply@tylerhost.net. Check your junk or spam folders if you don't see the email in your inbox.



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 log-in to your Odyssey account.