Quick Start Guide – Establish E-Filing (eflex) Account

(WIP, Waiting for updated site and portal to incorporate screenshots)

Click the Request Account button

Read the user agreement and click the I accept radio button , enter Captcha information and click the submit button.

Select the user role, click Next.

Select the company you belong to, by clicking the arrow on the drop down menu. Click Next (Select, Attorney-General for Attorney account)

Enter a username and password along with mailing address, email address.

Request account to file in each court. (You may also choose a default court if you would like to go straight to that particular site when logging in to the system. Click Submit.

When you register for an account, you are required to provide profile information, which can be edited later. Some information cannot be updated by you once you register, such as your Bar number. Your profile information includes the following:

 • Organization: This defines what organization you are associated with. Each user must belong to an organization.

 • User Name: Your user name can be changed; however, it must be unique. If you change your username, the system will test it to see if the name you requested is unique or not. If your new username is not unique, you'll receive a message telling you that you must select a different username.

• Bar Number: This is your TN Bar number assigned to you.

• Phone: Your phone number.

• Email: Your main email address where you will receive notification messages.

• 1st Alternate email: The alternative email addresses are provided so that someone else can receive email notices when you receive courtesy notices on your cases. This may be used for partners or assistants.

• 2nd Alternate email: The alternative addresses are provided so that you can have someone else receive e-mail notice when you receive courtesy notices on your cases. This may be used for partners or assistants.

• Address: Your mailing address.

• Date Approved: The date your account was approved.