



## **File & ServeXpress *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.