



Self-Represented Litigants

How to E-File in i2File



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 • Party Information
- 8 • Upload Filings
- 9 • Pay Fees
- 10 • Review Summary / Submit



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 will be locked. You will need to create a new password.

➔ Tell i2File you forgot you password

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

You are not required to re-register, if you have already registered with state eFileIL System through one of the certified service providers.

LOGIN

Resend Activation Email? **Forgot Password?**

2. Enter the email address you used when you registered for your i2File account.

Forgot Password ✕

A Link for resetting your password will be sent to the email address associated with your eFile IL Account.

OK CANCEL

3. Click **Ok**.

4. After you click **Ok**, the following message will pop up. Check your email to find the link to reset your password.

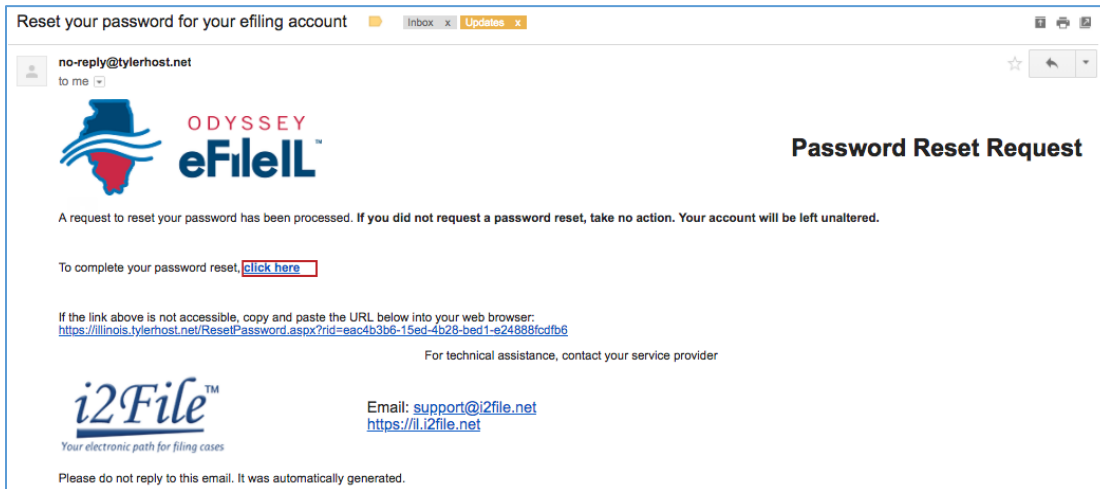
Forgot Password ✕

A Link for resetting your password will be sent to the email address associated with your eFile IL Account.

Password reset link has been sent

OK CANCEL

5. Go to your email account to open the i2File password reset email. This is what the email will look like.



6. Click on the “click here” link. Your internet browser will direct you to a new webpage that will look like this.

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

8. Click **Change Password**.

i2File™
Your electronic path for filing cases

To complete the process of resetting your password for your account, you will need to select a new password.

Email Address

New Password

Repeat New Password

Change Password

9. This message will pop up to confirm you successfully changed your password.

10. Click **Return to i2File**



You have successfully created a new password. You can now login to your i2File account.