

EEPS Filers

Document and Matter Management

Why Register?

- ▶ EEPS Filing
 - ▶ Additional Features
 - Manage Subscriptions
 - Manage Favorite Searches
 - Comment on case
 - Update Contact Information
 - E-Filing
 - ESCO Filing
- 

Registration Information

▶ Accounts

◦ Do

- Create one per Person
- Notify the Department / EEPS Team when a Person no longer needs access to application
- Keep your account information updated

◦ Don't

- Create a new account if you already have a DMM Account
- Share Accounts / Passwords

How to Register

- ▶ Review Electronic Filing Registration Instructions
 - www.dps.ny.gov → Filing Guidelines → How to Register with DMM
- ▶ Create a User Account (NYS Directory Services)
- ▶ Complete and submit Hard copy Forms
 - Contact Form (pdf)
 - Affidavit (pdf) * Must be notarized

Settings and Recommendations

- ▶ Use Internet Explorer (IE)
- ▶ Recommend IE Settings
- ▶ File Names
 - DO
 - KISS (Keep it Short and Sweet)
 - Save and upload from temp location (C:/Temp)
 - Don't
 - Use special characters %\$#@!^&*(" > < ' ! ~ , \ * + [] { } ` |
 - Upload file from Network drives
 - Long Names

Create a User Account

- ▶ Complete User Information Form
 - Minimum Information required
 - Name
 - Address
 - Email
 - User ID

Submit Contact Form

**Account and Contact Information Sheet
(One needed for Each Filer)**

Name of Person

Title

Company/Organization

Representing Organization(s) (typically used by law firms)

Mailing Address

Street, PO Box

City, State, Zip Code

Requested User ID

e-mail address

Telephone Number

Fax Number (if used)

