RHODE ISLAND FILER TRAINING AGENDA

- Login screen
  - Message of the day
  - Training materials
  - Support

- Registration
  - Registering a firm
  - Registering into an existing firm

- Firm administration
  - Adding users
  - Assigning roles
  - Creating payment accounts
  - Adding firm service contacts

- Filing history
  - Viewing a filer’s history
  - Viewing the history of an individual filing
    - Status
    - Service
    - Documents

- Filing
  - Case initiation
  - Subsequent filing
  - Electronic service

- Email
  - Review the various email messages sent to filers