

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