

# Options to File

## eFile your Income & Expense Declaration

### Quick Reference Guide



Now there are two options for filing an **Income and Expense Declaration (I&E)**. You can either file a completed I&E (form FL150) with the court or eFile one online! Using *Odyssey Guide and File*, you can complete form FL150 and submit the filing electronically from any computer.

## BENEFITS OF eFiling

FREE | EASY | SAFE | SECURE

Save money by avoiding parking fees.

Conveniently file using any computer.

## REGISTER HERE

<https://california.tylerhost.net/SRL/Account/Login>

## However you choose to file, here is WHAT YOU NEED

- ✓ Email address to register
- ✓ Court Order Number (this is your case number for your COURT case)
- ✓ Income information and electronic copies of your paystubs
- ✓ Current or recent employment information
- ✓ If self-employed - a copy of your Schedule C or 2 years of profit and loss statements (black out your Social Security Number)
- ✓ Previous years' tax information
- ✓ Estimated monthly expenses
- ✓ Proof of any financial hardship

## HELPFUL TIPS

- ✓ Ensure that your court case number is entered correctly
- ✓ If unable to finish your filing, you may return to where you left off by simply navigating to the "My Interviews" tab



**NOTICE:** Documents filed with the court may become a matter of public record.

## Here's how it works:

### Watch Tutorial and Register

Watch a short video on how to navigate the Odyssey Guide and File application.

Complete the registration form with your information, to create an account.



### Start the Process

Select **Income and Expense Declaration** from the list of filings.



### Answer Questions

The process takes 15-30 minutes.

You will be asked a series of questions pertaining to your filing.

Answer "Yes" when prompted "Is this a case involving Department of Child Support Services?"

Your responses will be used to generate and E-File the completed legal document, once you have completed the process.



### eFile your Documents

- Verify that your documents are completed correctly and click the "Submit Now" button.
- You will receive a confirmation email that your filing was successfully submitted.
- Make a note of your envelope number for future reference.

