MIGHTY PROCESS SERVER | TUTORIAL 1 OF 3

How to Create Your Account, Add Your Logo, and Set Up Organization Settings

Welcome to Mighty Process Server. This guide walks you through creating your free account, confirming your email, adding your company logo, and filling in the settings that clients see.

mightyprocessserver.com

© 2026 Mighty Enterprises Inc. d/b/a Mighty Process Server

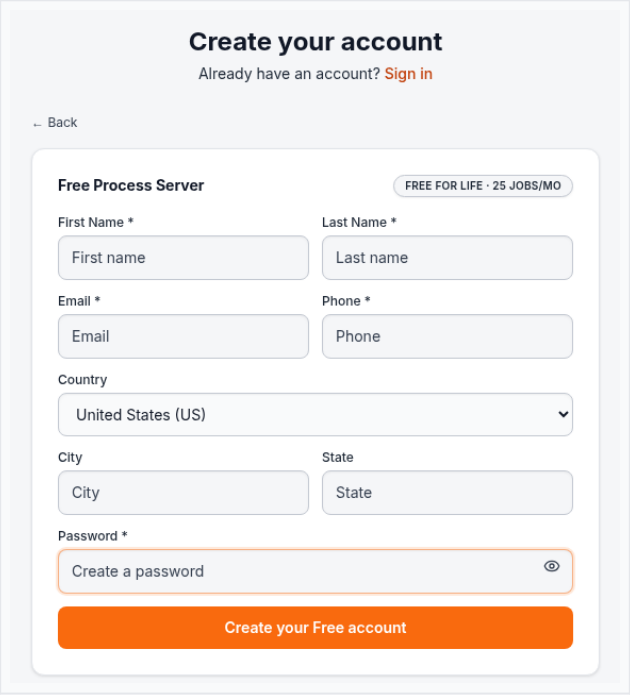
What you need before you start

- An email address you can check right now
- A phone number for your business
- Your company logo as a PNG or JPG file (400 x 400 pixels is recommended)
- Your business address, city, and state

Part 1: Create your account

1. Go to mightyprocessserver.com/auth/signup, or click **Sign Up** at the top of the mightyprocessserver.com home page.
2. Choose **Process Server**, then choose **Free**. The form that opens is titled **Free Process Server** and shows a **Free for life, 25 jobs/mo** badge.
3. Enter your **First Name**, **Last Name**, **Email**, and **Phone**. These four fields are required.
4. Check **Country**. It is set to **United States (US)** by default. **City** and **State** are optional on this screen.
5. Create a **Password**. Click the eye icon if you want to see what you typed.
6. Click **Create your Free account**.
7. You will see a **Check your email** screen. Open the email from Mighty Process Server and click the verification link. If you do not see it within a few minutes, check your spam or junk folder.

© 2026 Mighty Enterprises Inc. d/b/a Mighty Process Server



The Free Process Server sign-up form. Fields marked with a star are required.

Part 2: Complete your directory profile

The verification link opens a page called **Complete Your Directory Profile**. Every field on this page is optional, so fill in what you have now and come back for the rest later.

1. **Upload Logo.** A 400 x 400 PNG or JPG works best.
2. Check any boxes that apply to you: **I want to be MPS Verified**, **I have E&O Insurance**, and **I have a PI License**.
3. Enter your **Company Name**, **Contact Name**, **Phone**, and **Website**.
4. Under **Location**, enter your **Street address**, **City**, **State**, and **Zip**.
5. Tell clients about your business in **Why hire you?**, **Services Offered**, and **Counties Covered**.
6. Add your **Years Exp.** and your **Standard**, **Rush**, **Same-Day**, and **On-Demand** rates.
7. Enter your **License/Registration Number** if you have one.
8. Click **Save Profile and Continue**.

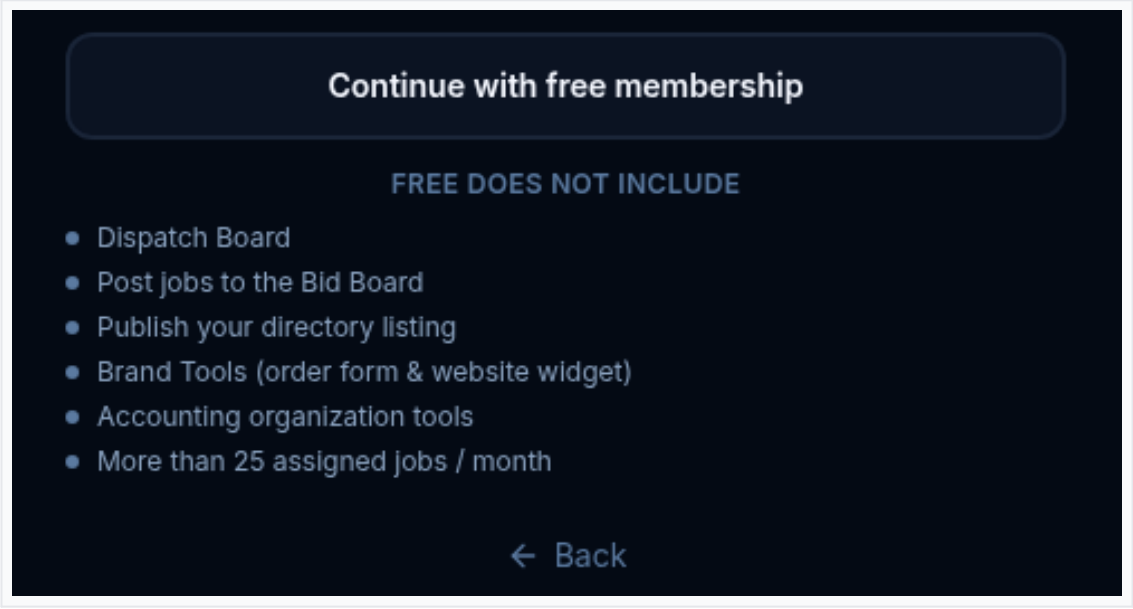
© 2026 Mighty Enterprises Inc. d/b/a Mighty Process Server

Good to know: You may see a message that your profile listing will not be activated until you activate a Premium membership. Publishing a directory listing is a Premium feature. You can still finish setup and use your Free account.

Tip: If your logo does not show up later in Organization Settings, upload it again there. Part 5 shows you how.

Part 3: Choose your plan

1. On the next screen, click **Continue with free membership** to stay on the Free plan. Free includes up to 25 assigned jobs per month, and you do not have to upgrade to keep using it.
2. If you want Premium tools now, click **Upgrade to Premium** instead. You can also upgrade later.
3. After you continue, you land on **My Jobs**, your home base for creating and working jobs.



Click Continue with free membership to start on the Free plan.

The Free plan does not include the Dispatch Board, posting jobs to the Bid Board, publishing your directory listing, Brand Tools (order form and website widget), accounting organization tools, or more than 25 assigned jobs per month. See Pricing to compare plans.

© 2026 Mighty Enterprises Inc. d/b/a Mighty Process Server

Part 4: Set up your User Settings

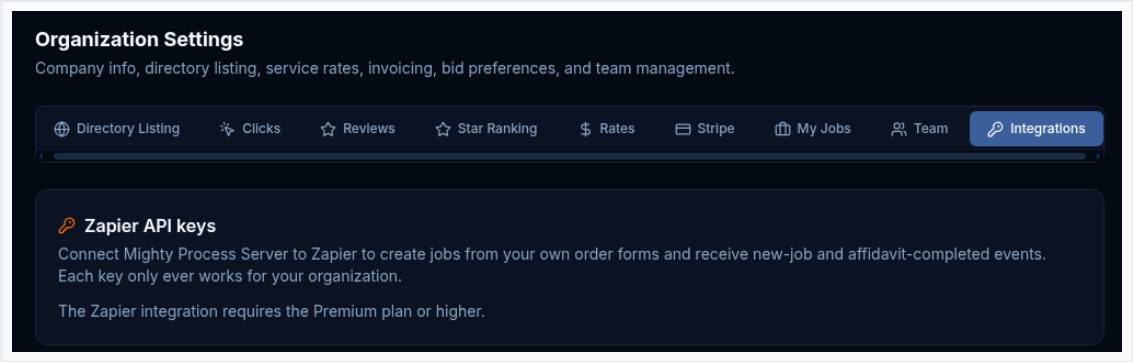
User Settings hold your personal details. You can reach them at mightyprocessserver.com/portal/member/settings while you are signed in.

1. Under **Preferences**, set your **Time Zone** so attempt times and due dates line up with where you work.
2. Under **Photo/Logo**, add a photo or logo for your user profile.
3. Under **Personal Information**, confirm your **Full Name**, **Email**, and **Phone**. All three are required.
4. Under **Address**, enter your **Street**, **City**, **State**, and **ZIP** (required), plus **County** if you like. **Country** shows **United States**.
5. Look through **Appearance**, **Security**, and **Community Profile** and adjust anything you want.

Part 5: Set up Organization Settings and add your logo

Organization Settings hold your company details: company info, directory listing, service rates, invoicing, bid preferences, and team management. You can reach them at mightyprocessserver.com/portal/member/organization while you are signed in.

Across the top you will see these tabs: **Directory Listing**, **Clicks**, **Reviews**, **Star Ranking**, **Rates**, **Stripe**, **My Jobs**, **Team**, and **Integrations**.

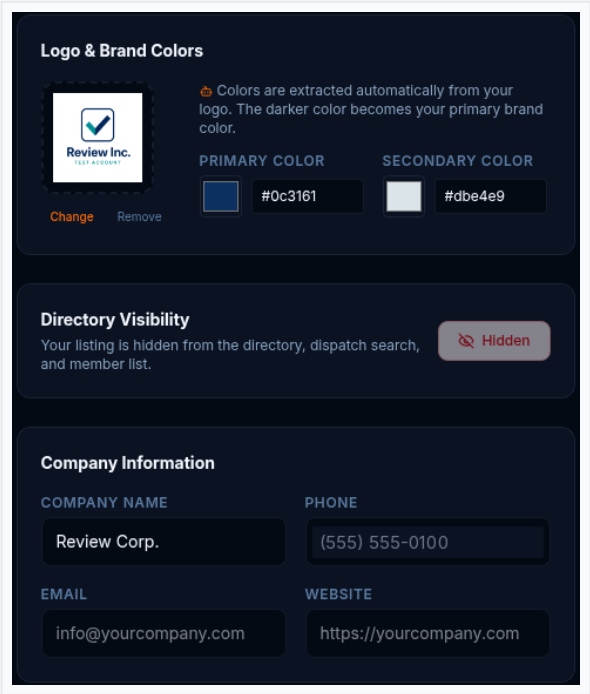


The Organization Settings tabs.

© 2026 Mighty Enterprises Inc. d/b/a Mighty Process Server

Add your logo

1. Open the **Directory Listing** tab.
2. Find **Logo & Brand Colors** and click the upload box.
3. Choose your logo file. The upload can take several seconds.
4. Your brand colors are pulled from your logo automatically. The darker color becomes your **Primary Color** and the other becomes your **Secondary Color**. Each one shows its color code.
5. To swap the logo, click **Change**. To delete it, click **Remove**.



Sample only: a test company logo uploaded in Logo & Brand Colors.

Fill in your company details

Still on the **Directory Listing** tab, work down the page:

1. **Company Information:** enter your **Company Name**, **Phone**, **Email**, and **Website**.
2. **About Your Company:** write a short company description. It appears on your public profile and directory card, and a strong description helps clients pick you.

© 2026 Mighty Enterprises Inc. d/b/a Mighty Process Server

3. **Trust Badges:** add any that apply to you.
4. **Business Address:** enter your **Street**, **Suite**, **City**, **State**, and **Zip**. City and State are required before your listing can appear. Until you add them, the page shows "City is required" and "State is required."
5. **Service Rates:** enter your prices for **Standard** (3-5 business days), **Priority** (24-48 hours), **Urgent** (same day), and **On Demand** (immediate). Leave a rate blank to hide that tier.
6. **Hours of Operation:** this is optional. Mark any day **Closed** to hide it, or click **Copy Mon to weekdays** to save time.
7. **Languages:** add the languages you work in.
8. **Directory Visibility:** this shows whether your listing appears in the directory, dispatch search, and member list. When it reads **Hidden**, your listing is hidden from all three.

Look through the other tabs

The other tabs are **Clicks**, **Reviews**, **Star Ranking**, **Rates**, **Stripe**, **My Jobs**, **Team**, and **Integrations**. Two are worth a look on day one:

- **Stripe:** connect Stripe so your completed-job earnings can be paid out to you.
- **Integrations:** the Zapier integration requires the Premium plan or higher.

You are all set

Your account is ready. Next, create your first job.

- Next tutorial: How to Create a Job and Assign a Server
- Questions? Visit the Help Center and FAQs, click **Contact Support** in the left menu of your dashboard, or email support@mightyprocessserver.com.

© 2026 Mighty Enterprises Inc. d/b/a Mighty Process Server