



## What is OurFamilyWizard?

OurFamilyWizard (OFW) is a secure and court-approved platform designed to help co-parents manage communication, schedules, expenses, and important information about their children. It is commonly used in family law cases to improve transparency and reduce conflict.

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## OurFamilyWizard Costs

### Subscription Plans


OFW offers the following annual plans:

- **Essentials Plan:** *Approx. \$99/year per parent*  
Includes core features like messaging, calendars, and information storage.
- **Premium Plan:** *Approx. \$129/year per parent*  
Includes everything in Essentials plus additional features like ToneMeter® (a tool that helps monitor emotionally charged messages) and advanced reporting options.

### Fee Waiver Program

If you are experiencing financial hardship, you may qualify for a **fee waiver** through OurFamilyWizard.

- Apply here: [www.ourfamilywizard.com/fee-waiver](http://www.ourfamilywizard.com/fee-waiver)
- Supporting documentation may include proof of:
  - Public assistance (e.g., SNAP, TANF)
  - Low-income status
  - Court filing fee waivers

 *Processing typically takes a few business days. **Be sure to apply before attempting to pay for a subscription.***

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## Step-by-Step: Signing Up for OurFamilyWizard

1. **Visit the Website** - [www.ourfamilywizard.com](http://www.ourfamilywizard.com)
2. **Create Your Account**
  - Click **“Sign Up”** at the top right of the homepage.
  - Choose **“Parent Account.”**
  - Fill in your personal information:
    - Full name
    - Email address
    - Phone number (optional)
    - Home address
3. **Link Your Co-Parent (if applicable)**
  - You may input your co-parent’s email to send them an invite.
  - If your co-parent already has an account, you can request to link directly.
4. **Choose a Subscription Plan**
5. **Payment & Activation**
  - Enter payment information if required and complete the registration.
  - You will receive a confirmation email with login credentials and further instructions.

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## Initial Setup Checklist

After logging in for the first time, complete these setup steps:

1. **Profile**
    - Add a photo (optional but helpful for clarity)
    - Review your contact details and make any necessary updates.
  2. **Children's Info**
    - Input each child's name, birthday, and any relevant medical, school, or extracurricular details.
  3. **Link with Co-Parent**
    - Ensure your account is properly linked to your co-parent's, if they're also using OFW.
  4. **Set Notifications**
    - Go to settings and choose how you'd like to be notified of new messages, schedule changes, etc. (email, text, push notification).
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## Using Key Features

### 1. Message Board

- Use the secure messaging system to communicate with your co-parent.
- All messages are timestamped and uneditable, creating a reliable record.

### 2. Calendar

- Add parenting time schedules, holidays, and appointments.
- Request and respond to schedule changes within the platform.

### 3. Expense Log

- Track shared expenses for the children (e.g., medical, school, travel).
- Request reimbursement and view a clear transaction history.

### 4. Journal

- Document important events or incidents related to your child's care or schedule.

### 5. Info Bank

- Store important details (e.g., school contacts, doctors, insurance info) in a shared, secure location.
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## Best Practices

- **Stay Professional:** Communications on OFW may be reviewed by the court. Keep language respectful and focused.
  - **Use OFW Exclusively:** If ordered or recommended, avoid communicating with your co-parent via text, email, or social media.
  - **Keep It Updated:** Regularly update the calendar, expense log, and other entries to maintain a clear, accurate record.
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## Support & Resources

- **Help Center:** [www.ourfamilywizard.com/support](http://www.ourfamilywizard.com/support)
- **Live Chat & Phone Support:** Available on the website