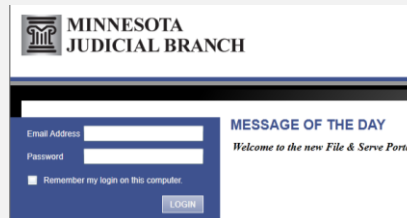


A Firm Administrator must log on to the Electronic File & Serve application.



WORKSPACE MY ACCOUNT **FIRM ADMIN** HELP ABOUT

- 1] Select Firm Admin
- 2] Payment Accounts
- 3] Add Payment Account



Approve New Users Firm Users Attorneys **Payment Accounts** Firm Information

Payment Accounts

Payment Account Name	Payment Account Type	Active
Credit Card (VISA 9324)	Credit Card	Yes
Waiver	Waiver	Yes
Test Card Civil Filings	Credit Card	No
Any Name	Waiver	Yes

Add Payment Account Refresh

Enter Payment Account Name desired.

Payment Account Name*

Any Name

Payment Account Type*

Waiver

Select Waiver, from the Payment Account Type dropdown.

Active

Available at all locations

Check both the Active and Available at all locations boxes.

Cancel Changes

Save Changes

Select Save Changes.

IMPORTANT: A Waiver Account should only be used if there is a reason that fees would need to be waived from a filing/case, e.g. agencies that do not pay filing fees, IFP, court appointed attorney. The reason may be noted in the filing comments to assist court staff with the review of the filing. The Waiver does not need to be used when submitting a filing that requires no fees, such as an affidavit of service. The credit card payment account should still be selected, but will not be charged if the filer did not add fees to the filing.