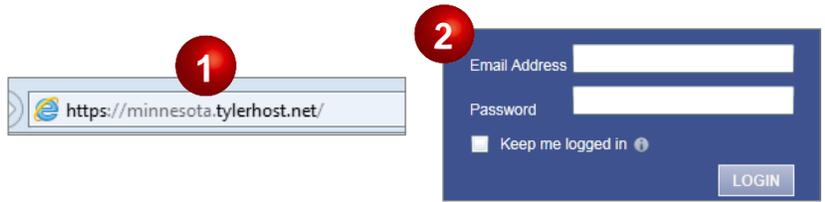


Adding and Removing Payment Accounts

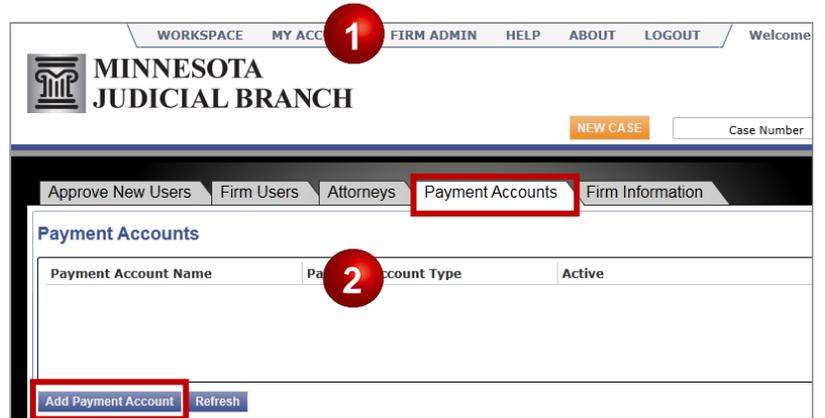
Log in to the eFile and eServe website:

1. Go to <https://minnesota.tylerhost.net>.
2. Enter your **email address** and **password**, and click **LOGIN**.



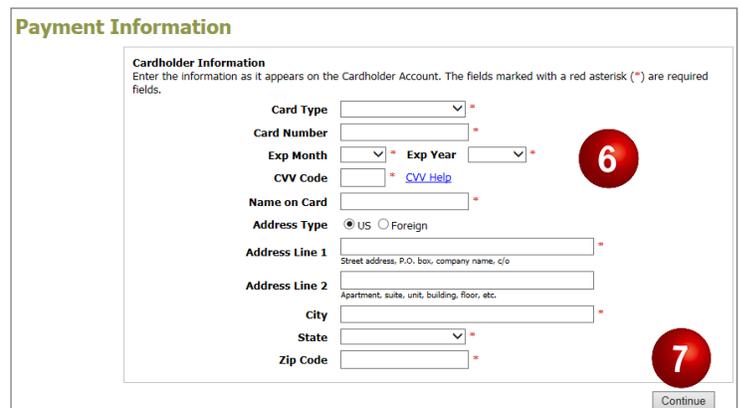
To add a credit card account:

1. Click **Firm Admin**.
2. Click **Payment Accounts**, then click **Add Payment Account**.
3. Enter a **Payment Account Name** and select **Credit Card** for the Payment Account Type.



The payment account name is visible to court staff. Do not use a credit card number as the account name.

4. Click **Enter Credit Card Information**. A new internet browser window will open.
5. Click **Continue** to proceed.
6. Enter all **required information**.
7. Click **Continue**.
8. Select Available at all locations if you would like this payment account available in all county locations.
9. Click **Save Changes**.



Adding and Removing Payment Accounts



In addition to a credit card account, set up a waiver account for fees that are waived by order of the court.

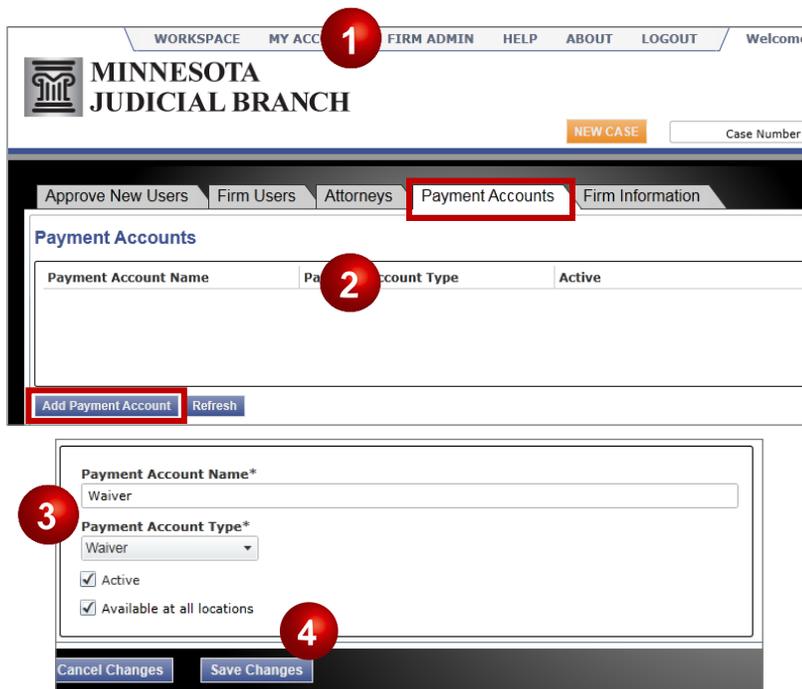
To add a waiver account:

1. Click **Firm Admin**.
2. Click **Payment Accounts**, then click **Add Payment Account**.
3. Enter a **Payment Account Name** and select **Waiver** for the Payment Account Type.



The options for “Active” and “Available at all locations” will be checked by default.

4. Click **Save Changes**.



Payment Accounts

Payment Account Name	Payment Account Type	Active

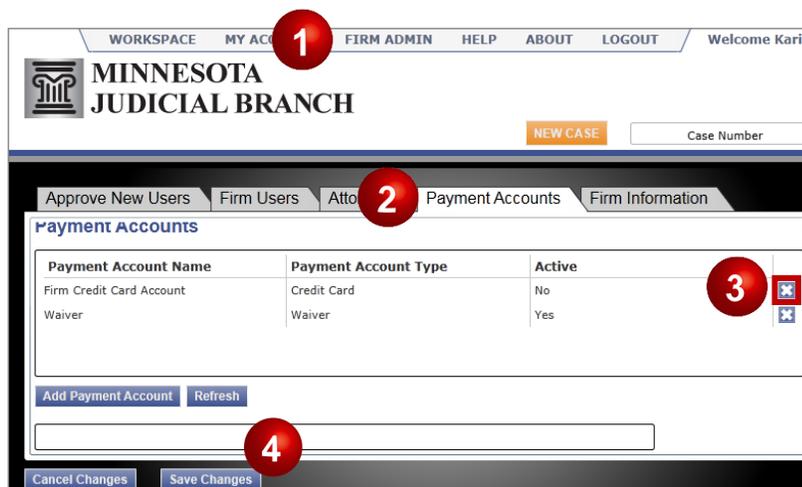
Payment Account Name*
 Waiver

Payment Account Type*
 Waiver

Active
 Available at all locations

To remove a payment account:

1. Click **Firm Admin**.
2. Click **Payment Accounts**.
3. Click the **Delete** icon next to the payment account you would like to remove.
4. Click **Save Changes**.



Payment Accounts

Payment Account Name	Payment Account Type	Active
Firm Credit Card Account	Credit Card	No
Waiver	Waiver	Yes