

Adding and Removing Payment Accounts

Add a credit card account

1. From the Filer Dashboard, click **Actions**.
2. Select **Payment Accounts**.
3. Click **Add Payment Account**.
4. Enter a **Payment Account Name**. The payment account name is visible to court staff. Do not use a credit card number as the account name.



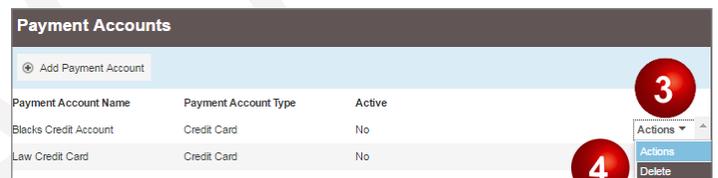
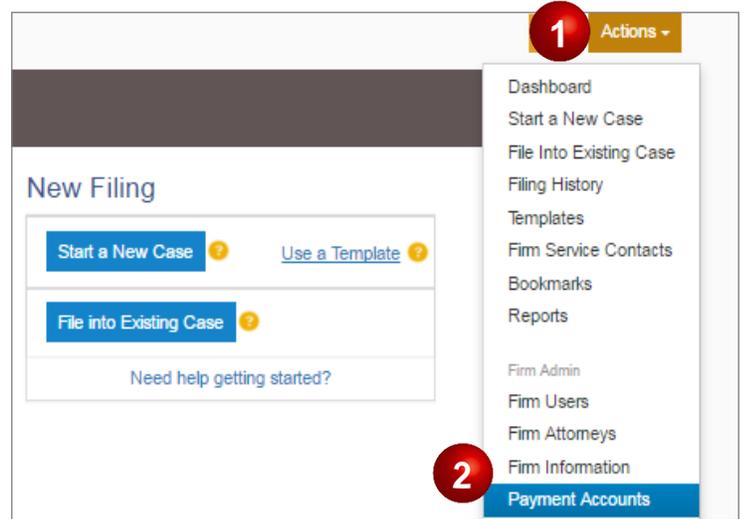
Filers who represent a government agency or have an **approved** In Forma Pauperis (IFP) need to set up a waiver account in addition to the credit card account.

5. Select **Credit Card** or **Waiver Account** for the Payment Account Type.
6. For a credit card account, click **Enter Credit Card Information**. A new internet browser window will open. For a waiver account, go to step 9.
7. Enter all **required information**.
8. Click **Continue**.
9. Click **Save Changes**.

Adding and Removing Payment Accounts

Remove a payment account

1. From the Filer Dashboard, click **Actions**.
2. Select **Payment Accounts**.
3. Click **Actions** across from the payment account to delete.
4. Select **Delete**.



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