

How To View Monthly Subscription Charges

1. Access URL: www.azcourtdocs.gov
2. Log into account
Select LOG IN!

3. Select Account Settings under email address drop down options.

4. Select View Payment History

Account Information

Shopping cart is Empty | Search | Logout (aoctester1501@yahoo.com)

First Name: AOC
Last Name: TESTER
Password: ***** [Update](#)
Phone Number: 6024523691 [Edit](#)
Firm Name:
Bar Number:

Card on File: *****1881 [Update](#)
Card Type: VISA
Card Status: Active
Member Since: 02/22/2018 08:40 AM MST
Last Logged on: 02/08/2019 02:28 PM MST
[Site Terms of Use](#)

Total Amount Due Today: \$0.00

Current Subscriptions

Site	Subscription	Authorization Required	Authorization Status	Fee	Payment Status	Subscription Status	Subscription Overridden Until Date	Subscription Type	Last Billing Date	Next Billing Date	Action
Arizona eAccess	- Access to Court Case Documents - With Limit of 20 documents/month	No	Authorized	\$80.00	Paid	Active	N/A	Firm Level Document Based Recurring	Jan 21, 2019	Feb 21, 2019	Edit
Arizona eAccess	- AOC Certified Access to Court Case Documents	No	Authorized	\$0.00	Free	Active	N/A	Certified Subscription	N/A	N/A	Edit

[+ Add New Subscriptions](#) [View Payment History](#) [Manage Firm Level Users](#)

5. Select Recurring Payment History

User will see a list of monthly recurring charges with the ability to view the receipt

The screenshot shows a web interface for 'Payment History'. At the top, there are tabs for 'Pay As You Go Payment History' and 'Recurring Payment History', with the latter selected. Below the tabs is a table titled 'Recurring Payment Transaction History'. The table has columns for Payment Date, Transaction Reference Number, Card Charged, Name on Card, Transaction Type, Amount, and View Receipt. The data shows six monthly charges for 'Arizona eAccess' starting from 1/21/2018, each for \$80.00, charged to a card ending in 1881. Each row has a 'View Receipt' icon.

Payment Date	Transaction Reference Number	Card Charged	Name on Card	Transaction Type	Amount	View Receipt
1/21/2018 11:00:08 PM	B70PABASC80A	1881	CHRISTINE SANCHEZ	Charge	\$80.00	
12/21/2018 11:00:10 PM	B40FG49B337	1881	CHRISTINE SANCHEZ	Charge	\$80.00	
11/21/2018 11:00:09 PM	B10FACB8B8D4	1881	CHRISTINE SANCHEZ	Charge	\$80.00	
10/21/2018 11:00:11 PM	B10FACB8A8A80	1881	CHRISTINE SANCHEZ	Charge	\$80.00	
9/21/2018 11:00:09 PM	B70PAA87E17B	1881	CHRISTINE SANCHEZ	Charge	\$80.00	
8/21/2018 11:00:10 PM	B10FAC08244E	1881	CHRISTINE SANCHEZ	Charge	\$80.00	

6. Users will also receive an email from DoNotReplyRMS@granicus.com for recurring monthly subscription charges.

Recurring Payment Confirmation

Customer Name: USER NAME
Receipt Date: February 01, 2019
Transaction Number: B11PAD478C78
Subscription: Access to Court Case Documents - With Limit of 20 documents/month
Card Charged: 5100
Card Holder: USER NAME
Currency: USD

Payment Date	Site	Subscription	Subscription Type	Subscription Fee	Next Billing Date	Amount Charged
Jan 31, 2019	AOC	Access to Court Case Documents - With Limit of 20 documents/month	Recurring	\$80.00	Mar 1, 2019	\$80.00
Sub Total:						\$80.00
Fees:						\$0.00
Total:						\$80.00

****Please do not reply to this automated email.****
 Add DoNotReplyRMS@granicus.com to your address book to ensure that you receive account changes and payment confirmation emails in your inbox.