

How To View Purchase History

1. Access URL: www.azcourtdocs.gov
2. Select Register at the top of the screen
3. Log into account
Select LOG IN!

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



5. Select View Payment History

Account Information

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

First Name: AOC Card on File: *****1881 Update
 Last Name: TESTER Card Type: VISA
 Password: ***** Update Card Status: Active
 Phone Number: 8024523891 Edit Member Since: 02/22/2018 08:40 AM MST
 Firm Name: Last Logged on: 02/08/2019 02:28 PM MST
 Bar Number: 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	
Arizona eAccess	- AOC Certified Access to Court Case Documents	No	Authorized	\$0.00	Free	Active	N/A	Certified Subscription	N/A	N/A	

+ Add New Subscriptions **View Payment History** Manage Firm Level Users

6. Select Pay As You Go Payment History

User will see a list of documents purchased with the ability to view the receipt

Payment History Account Information | Search | Logout (csanchez@courts.az.gov)

Pay As You Go Payment History Recurring Payment History

Document and Payment History

From Date: To Date: Transaction Type: All Transactions Comments: Search

Payment Date	Transaction Reference Number	Transaction Type	Certified Document	Location	Documents Purchased	Card Charged	Name on Card	Total Transaction Amount	View Receipt and Document
Site: Arizona eAccess									
Subscription: Access to Court Case Documents - With Limit of 100 documents/month									
User: csanchez@courts.az.gov									
4/15/2019 4:07:28 PM	404F11B5F342	Charge	No	Maricopa County Superior	3	N/A	N/A	\$0.00	 
4/9/2019 9:54:05 PM	315CDE138F12	Charge	No	Maricopa County Superior	1	N/A	N/A	\$0.00	 
Subscription: Access to Court Case Documents - With Limit of 20 documents/month									
User: csanchez@courts.az.gov									
3/25/2019 1:22:11 PM	B50P0AB5F8EC	Charge	No	Maricopa County Superior	3	1111	CHRISTINE SANCHEZ	\$30.00	 
3/25/2019 1:20:29 PM	B50P0AB5F8CE	Charge	No	Maricopa County Superior	3	1111	CHRISTINE SANCHEZ	\$30.00	 
3/25/2019 1:17:17 PM	B30P2E8D832B	Charge	No	Maricopa County Superior	4	1111	CHRISTINE SANCHEZ	\$40.00	 

7. Users will also have the ability to export the transaction history to excel or pdf

Payment History

Pay As You Go Payment History Recurring Payment History

From Date: To Date: Transaction Type: All Trans

Payment Date	Transaction Reference Number
Site: Arizona eAccess	
Subscription: Access to Court Case Documents - With Limit of 100 documents/month	
User: csanchez@courts.az.gov	
4/15/2019 4:07:28 PM	404F11B5F342
4/9/2019 9:54:05 PM	315CDE138F12
Subscription: Access to Court Case Documents - With Limit of 20 documents/month	
User: csanchez@courts.az.gov	
3/25/2019 1:22:11 PM	B50P0AB5F8EC
3/25/2019 1:20:29 PM	B50P0AB5F8CE
3/25/2019 1:17:17 PM	B30P2E8D832B
3/25/2019 1:16:19 PM	B70PABEBE70B
3/25/2019 1:13:35 PM	B80P0BF7B704
3/24/2019 1:57:05 PM	B20P2E876F0F
3/23/2019 1:13:32 PM	B40P0AB46A32
3/23/2019 12:54:15 PM	0E3A74F69969

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