

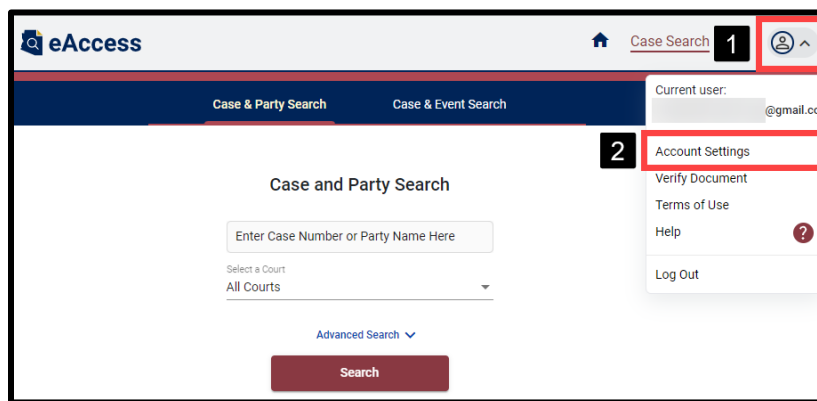
eAccess

Payment Method – Add/Update/Remove

This process is used to add, update, or remove a payment method. A user may have only one active payment method on file. **A payment method is required to perform a search and/or purchase documents.** If a payment method is removed (*and a new payment method is NOT added before the end of the current billing cycle*), when the billing cycle ends, the user WILL NOT be able to perform a search and/or purchase documents until a new payment method is added.

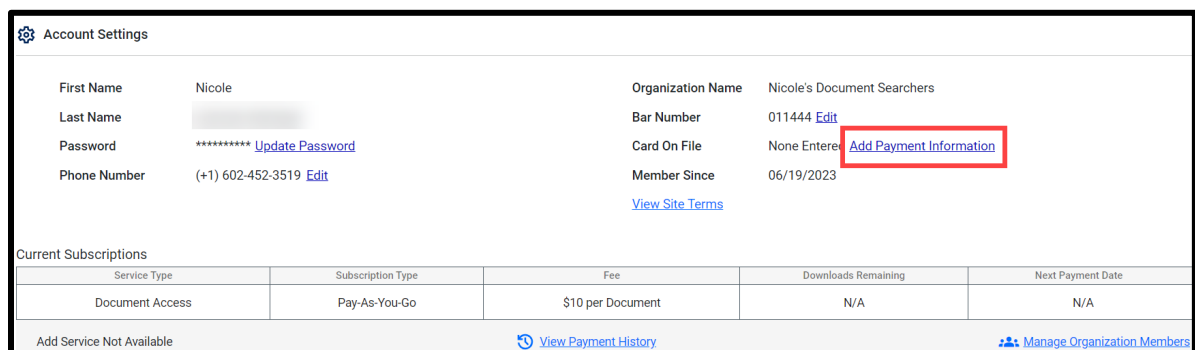
A payment method may be added, updated, or removed by (1) an **individual user** or (2) an **organization administrator** for a non-government organization. When an organization administrator adds or removes a payment method, the update applies to ALL members of the organization. Members of an organization (*WITHOUT administrator rights*) CANNOT add or remove a payment method.

1. Access the website <https://eaccess.azcourts.gov/>
2. **Log in** > Access the **User Account Menu** > Select **Account Settings**

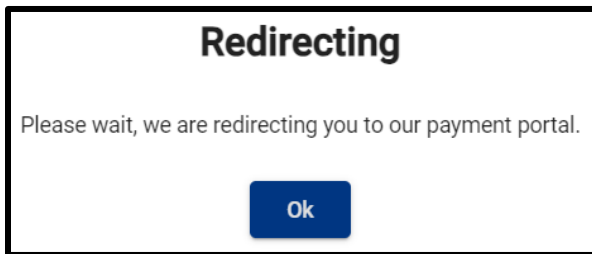


3. To add or update a payment method, select the **Add Payment Information link** or the **Change Payment Information link**

Note: when the user account has a payment method on file, the *Change Payment Information link* appears in place of the *Add Payment Information link*



- a. *The Redirecting pop-up window will open* > Select the **Ok button**



- i. *The nCourt Save Payment Information page will open* > Enter the **Billing Information** and the **Payment Information** > Select the **Submit Information button**

eAccess

Phone: (602) 452-3396 1501 W. Washington, Phoenix, Arizona 85007

Save Payment Information

Billing Information

International Address

First Name
Enter First Name

Last Name
Enter Last Name

Organization Name
Enter Organization Name

Address
Enter Address

Zip
Enter Zip

City
Enter City

State/Territory
Select State

Payment Information

Card Type: Credit/Debit Card Electronic Check

Card Type
VISA AMERICAN EXPRESS MasterCard DISCOVER

Card Number
Enter Card Number

CVV Code
Enter CVV Code

Expiration
Select 2023

Submit Information

- A. *The page will redirect to eAccess* > **Log in** > Access the **User Account Menu** > Select **Account Settings** > *The updated payment information will be displayed in the Card on File field*

Account Settings

First Name: Nicole Organization Name: Nicole's Document Searchers

Last Name: [redacted] Bar Number: 011444 [Edit](#)

Password: [redacted] [Update Password](#) **Card On File** Visa ending in 1111 06/2025 [Change Payment Information](#)

Phone Number: (+1) 602-452-3519 [Edit](#) [View Site Terms](#) [Remove Card](#)

Member Since: 06/19/2023

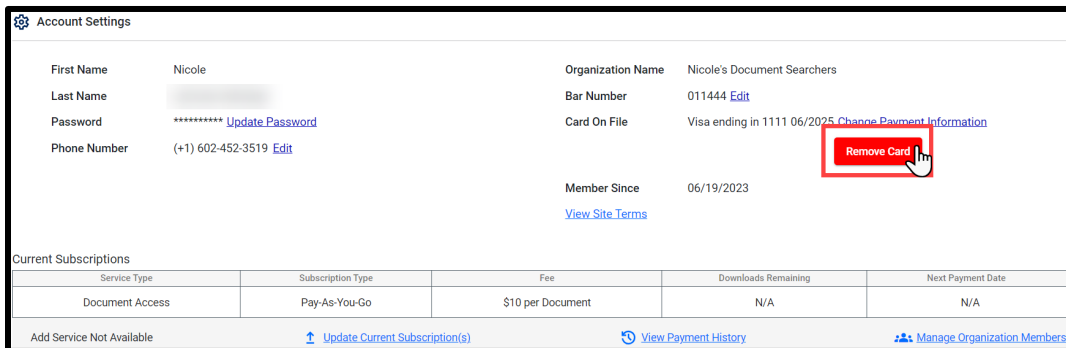
[View Site Terms](#)

Current Subscriptions

Service Type	Subscription Type	Fee	Downloads Remaining	Next Payment Date
Document Access	Pay-As-You-Go	\$10 per Document	N/A	N/A

Add Service Not Available [↑ Update Current Subscription\(s\)](#) [View Payment History](#) [Manage Organization Members](#)

- b. To remove a payment method, select the **Remove Card button**



Account Settings

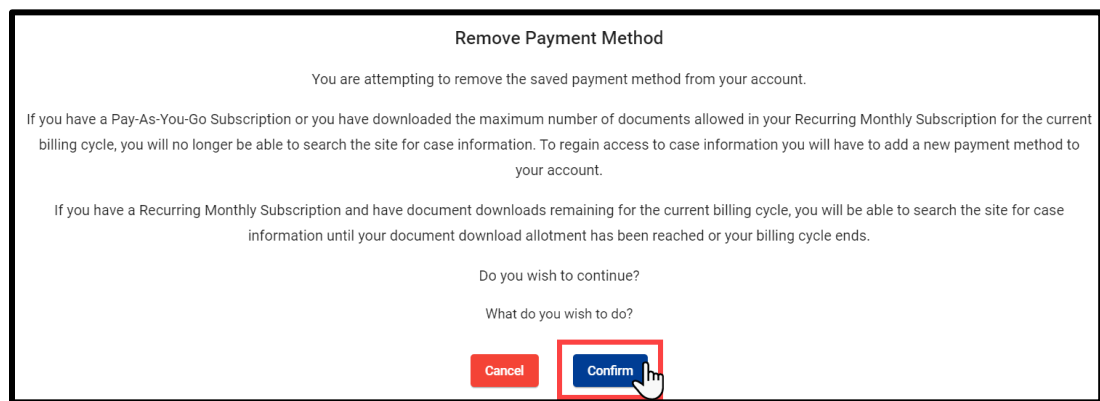
First Name	Nicole	Organization Name	Nicole's Document Searchers
Last Name		Bar Number	011444 Edit
Password	***** Update Password	Card On File	Visa ending in 1111 06/2025 Change Payment Information
Phone Number	(+1) 602-452-3519 Edit		
		Member Since	06/19/2023
			View Site Terms

Current Subscriptions

Service Type	Subscription Type	Fee	Downloads Remaining	Next Payment Date
Document Access	Pay-As-You-Go	\$10 per Document	N/A	N/A

Add Service Not Available [↑ Update Current Subscription\(s\)](#) [View Payment History](#) [Manage Organization Members](#)

- i. The Remove Payment Method pop-up window will open > Select the **Confirm button**



Remove Payment Method

You are attempting to remove the saved payment method from your account.

If you have a Pay-As-You-Go Subscription or you have downloaded the maximum number of documents allowed in your Recurring Monthly Subscription for the current billing cycle, you will no longer be able to search the site for case information. To regain access to case information you will have to add a new payment method to your account.

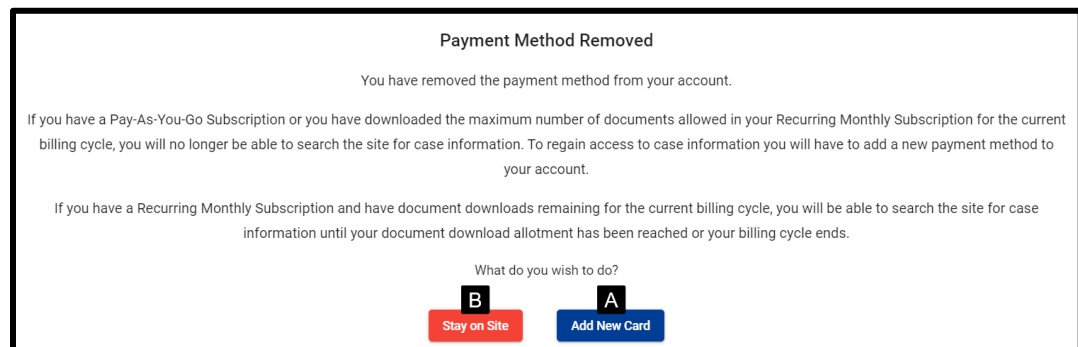
If you have a Recurring Monthly Subscription and have document downloads remaining for the current billing cycle, you will be able to search the site for case information until your document download allotment has been reached or your billing cycle ends.

Do you wish to continue?

What do you wish to do?

[Cancel](#) [Confirm](#)

- A. The Payment Method Removed pop-up window will open



Payment Method Removed

You have removed the payment method from your account.

If you have a Pay-As-You-Go Subscription or you have downloaded the maximum number of documents allowed in your Recurring Monthly Subscription for the current billing cycle, you will no longer be able to search the site for case information. To regain access to case information you will have to add a new payment method to your account.

If you have a Recurring Monthly Subscription and have document downloads remaining for the current billing cycle, you will be able to search the site for case information until your document download allotment has been reached or your billing cycle ends.

What do you wish to do?

[Stay on Site](#) [Add New Card](#)

1. To add a new payment method, select the **Add New Card button** > [Return to Step 3](#)
2. To continue without adding a new payment method, select the **Stay on Site button**
 - a. Each time the user logs in, the user will be prompted to add a payment method
Note: for an organization, only administrator users will be prompted to add a payment method; members of the organization (WITHOUT administrator rights) will be prompted to contact an organization administrator