

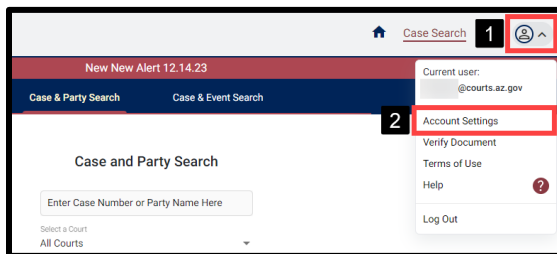
## eAccess

### Document Transaction History Report

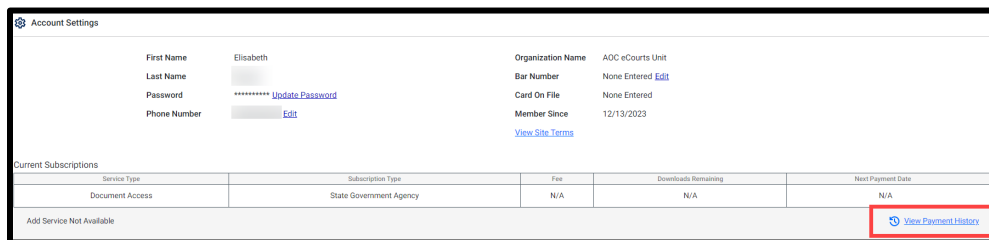
This process is used to obtain a transaction history **report of all documents purchased** through eAccess. When a report is generated by a user that is an administrator for an organization (*government or non-government*), the report will include the transaction history for all members of the organization. For all other types of users, the report will include the transaction history only for the individual user.

This process may also be used to **view or download a document within 24 hours** from the time of purchase.

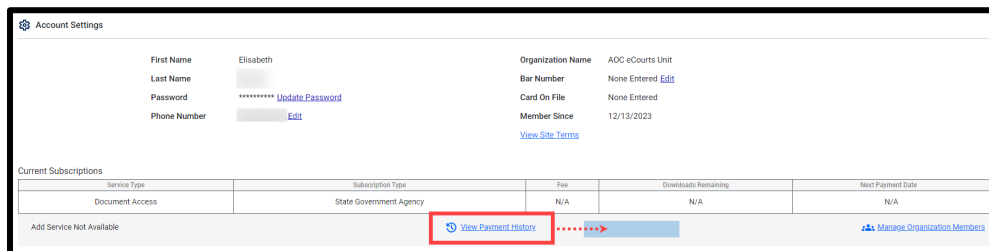
1. Log in to eAccess: <https://eaccess.azcourts.gov/>
2. In the upper-right corner of the page, select the **User icon** > Select **Account Settings**



3. Select the **View Payment History link**
  - a. **For all individual users**, including users that are members of an organization (WITHOUT administrator rights), the View Payment History link is displayed in **the bottom-right corner** under the user's subscription details



- b. **For organization administrator users**, the View Payment History link is displayed under the user's subscription details, in the **center** (*government organizations*) **or center-right** (*non-government organizations*)



4. On the Payment History screen, the **Document Transaction History tab** is selected by default  
**Note:** *more than one tab is displayed only for (1) non-government organization administrators and (2) individual users NOT associated to an organization*
5. *By default, the report will include all transactions that have a Transaction Date within the past 60 days* > Use the **search fields** to filter the transactions that are included in the report

The screenshot shows the 'Payment History' interface with the 'Document Transaction History' tab selected. Below the tab, there is a section titled 'Document And Transaction History' containing several search filters:

- A:** 'Enter a date range' field showing '10/16/2023 - 12/15/2023' with a calendar icon.
- B:** 'Transaction Type' dropdown menu set to 'All Transactions'.
- C:** 'Username' text input field.
- D:** 'Case Number' text input field.
- E:** 'Court Name' text input field.
- F:** 'Certified Document' dropdown menu.
- H:** 'Clear Filters' button.
- G:** 'Run' button.

- a. **Enter a date range:** *by default, the date range is populated with the past 60 days*
  - i. **To update the date range,** select the **calendar icon** > *The currently selected start date will be displayed* > Select a **start date** (to keep the currently selected start date, re-select the start date) > Select an **end date** > Select **Apply**
    - A. **To select the same date as the start and end date,** **double-click the date** > Select **Apply**
    - B. When using the calendar icon, to **quickly access another month/year,** select the **month/year in the upper-left corner** of the drop-down calendar > Select a **year** > Select a **month** > Select a **date**
- b. **Transaction Type:** *by default, All Transactions is selected, which includes purchases and refunds*
  - i. To only include **purchases,** select **Charge**
  - ii. To only include **refunds,** select **Refund**
- c. **Organization Administrators ONLY - Username:** enter the **full or partial** username of an organization member (*user or administrator*)
- d. **Case Number:** enter a **full or partial** case number
- e. **Court Name:** enter the **county** from which records were obtained
- f. **Certified Document:** *by default, this field is NOT populated, which will include both certified and non-certified documents*
  - i. To only include **certified** documents, select **Yes**
  - ii. To only include **non-certified** documents, select **No**
- g. **To generate the report,** select the **Run button**
- h. **To clear all filters** and reset the date range to the past 60 days, select the **Clear Filters button**

6. The search results will be displayed in the search results table (*below the search fields*), and **each row contains transaction information for a specific document**

View Receipt	Transaction Date	Case Number	Court Name	Document Date	Document Title	Certified Document	eAccess Transaction ID
	12/15/23 9:26 AM	S8015CR202200077	Mohave County Superior	3/23/22 4:04 PM	Minute Entry: Settlement Conference	No	>5df93c7-3234-4da5-8689-96eefcbb2609
	12/15/23 9:26 AM	S8015CR202200077	Mohave County Superior	4/5/22 8:13 AM	NOTICE: COURT NOTICE	No	>5df93c7-3234-4da5-8689-96eefcbb2609
	12/14/23 11:00 AM	S8015CR202200007	Mohave County Superior	3/11/22 8:30 AM	MinuteEntry event for MINUTE ENTRY: STATUS CONFERENCE	Yes	7628a8b0-96b2-4f4c-bfa1-da4e58daa20f

Items per page: 10 1 - 3 of 3

Export to Excel Export to CSV

- By default, the search results table will display 10 items per page > To view additional items per page, select an option from the **Items per Page drop-down menu**
- To sort all search results by a column, select a **column header**  
**Note:** by default, the search results table is sorted in descending order by Transaction Date
- To export all results, select the **Export to Excel button** or the **Export to CSV button** > The results will be downloaded to the web browser's download folder > **Open** or **Save** the file
- To view a receipt, select the **Receipt icon** within a document row
  - When multiple documents were purchased within one transaction, the receipt (which captures all documents purchased within a transaction) is accessible from **any document row with the same eAccess Transaction ID**
  - The receipt will provide **options to download or view** the document, but the document will be available for viewing or downloading only **within 24 hours from the time of purchase**

Receipt

ARIZONA EACCESS  
 Receipt Date: December 15, 2023, 9:26:04 AM  
 Username: @COURTS.AZ.GOV  
 Organization: AOC eCourts Unit  
 eAccess Transaction ID: b5df93c7-3234-4da5-8689-96eefcbb2609  
 Card Charged:

Purchase(s)

Case Number	Document Date	Document Type	Certified Document Number	Fee	Comments	View or Download Document
S8015CR202200077	3/23/2022	Minute Entry: Settlement Conference	N/A	\$0.00	N/A	
S8015CR202200077	4/5/2022	NOTICE: COURT NOTICE	N/A	\$0.00	N/A	