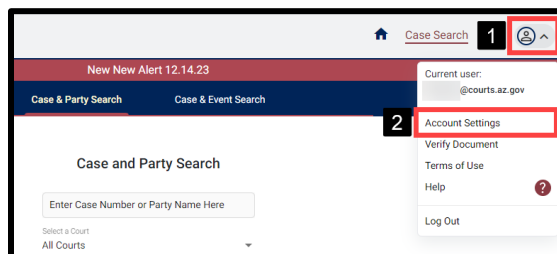


eAccess Recurring Payment History Report

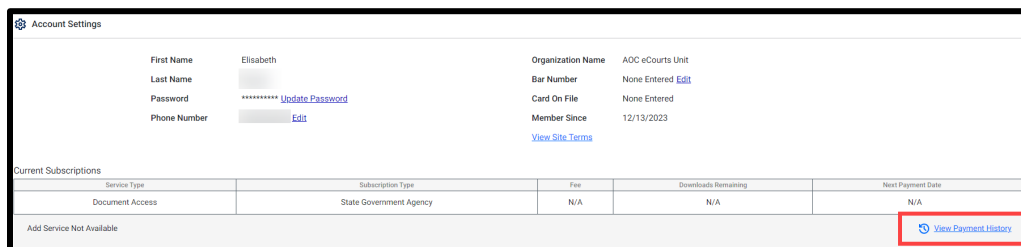
This process is used to obtain a history report of all recurring payments processed in eAccess, which captures the **charges and refunds for any recurring month-to-month subscription type**. This report may be generated by (1) an **individual user** or (2) an **organization administrator** for a non-government organization. Members of an organization (*WITHOUT administrator rights*) CANNOT generate this report.

To generate a payment history report for a Pay-As-You-Go subscription, see the **Document Transaction History Report reference guide** available at <https://www.azcourts.gov/eaccess/Training>.

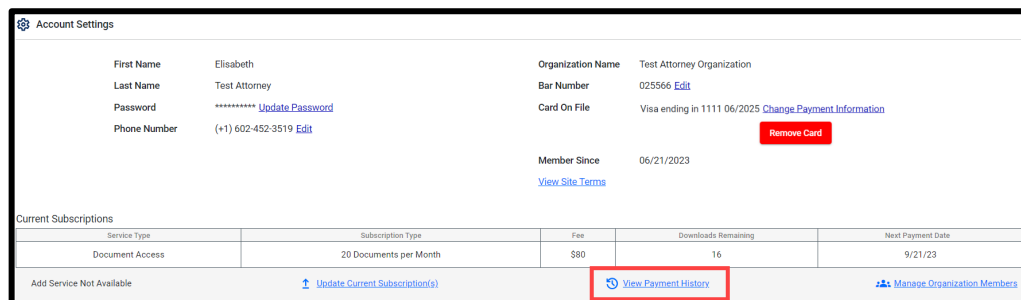
1. Log in to eAccess: <https://eaccess.azcourts.gov/>
2. In the upper-right corner of the page, select the **User icon** > Select **Account Settings**



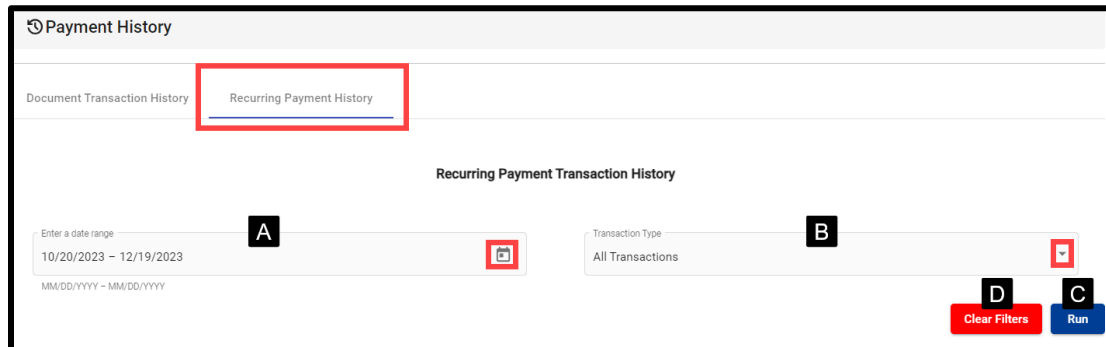
3. Select the **View Payment History link**
 - a. **For individual users**, the View Payment History link is displayed in **the bottom-right corner** under the user's subscription details



- b. **For organization administrator users**, the View Payment History link is displayed, **center-right**, under the user's subscription details



4. The Document Transaction History tab will be selected by default > Select the **Recurring Payment History tab** > 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



Payment History

Document Transaction History

Recurring Payment History

Recurring Payment Transaction History

Enter a date range **A**

10/20/2023 - 12/19/2023

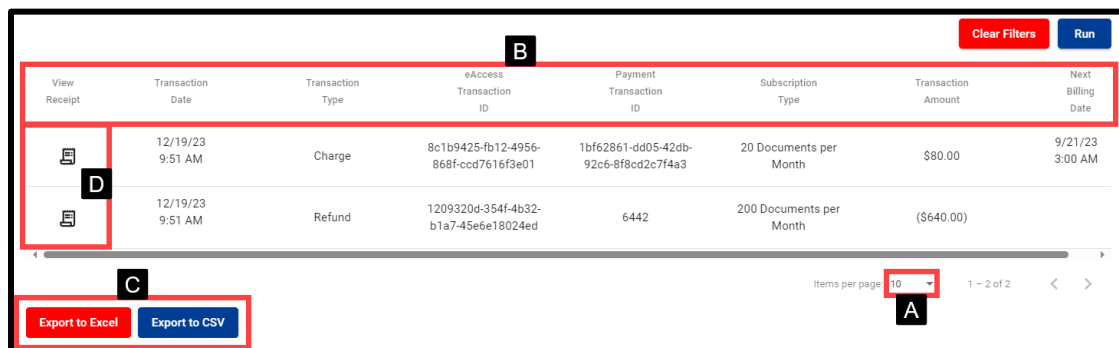
Transaction Type **B**



All Transactions

Clear Filters **D**

Run **C**

- a. **Enter a date range:** by default, the date range is populated with the **past 60 days**
- 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**
 - To select the same date as the start and end date, **double-click the date** > Select **Apply**
 - 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
- To only include **purchases**, select **Charge**
 - To only include **refunds**, select **Refund**
- c. To generate the report, select the **Run button**
- d. To clear all filters and reset the date range to the past 60 days, select the **Clear Filters button**
5. The search results will be displayed in the search results table (below the search fields), and **each row contains transaction information for a specific charge or refund**



View Receipt	Transaction Date	Transaction Type	eAccess Transaction ID	Payment Transaction ID	Subscription Type	Transaction Amount	Next Billing Date
	12/19/23 9:51 AM	Charge	8c1b9425-fb12-4956-868f-ccd7616f3e01	1bf62861-dd05-42db-92c6-8f8cd2c7f4a3	20 Documents per Month	\$80.00	9/21/23 3:00 AM
	12/19/23 9:51 AM	Refund	1209320d-354f-4b32-b1a7-45e6e18024ed	6442	200 Documents per Month	(\$640.00)	

Clear Filters **B**

Run

Export to Excel **C**

Export to CSV

Items per page 10 **A**

1 - 2 of 2

- a. *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**
- b. **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
- c. **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
- d. **To view a receipt**, select the **Receipt icon** within a transaction row