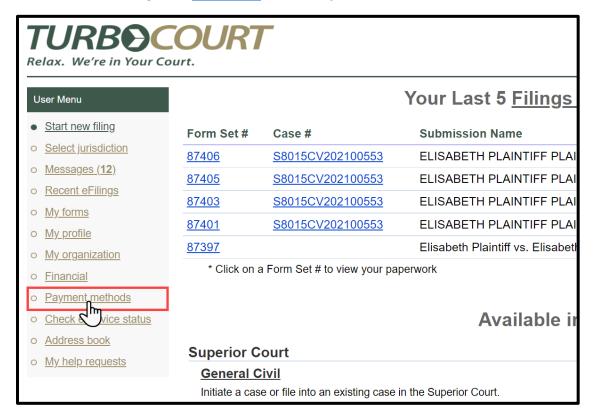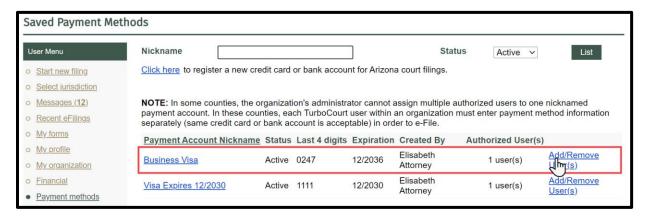# How to Assign a Payment Method (Token)
to Members of an Organization

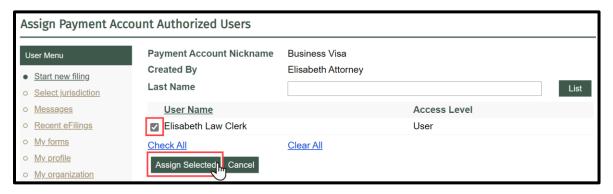1. **Firm Administrator** logs in to TurboCourt > Select **Payment Methods** from the User Menu

2. **Select Add/Remove User(s)** associated with the payment method to be authorized

3. *A list of currently authorized users displays >* **Select Assign Authorized User(s)**

4. *A list of the organization's users displays >* **Select the box next to the User Name(s)** to be authorized > **Select Assigned Selected**

5. *User Name Appears in the List of Authorized Users*