

## eFileAZ

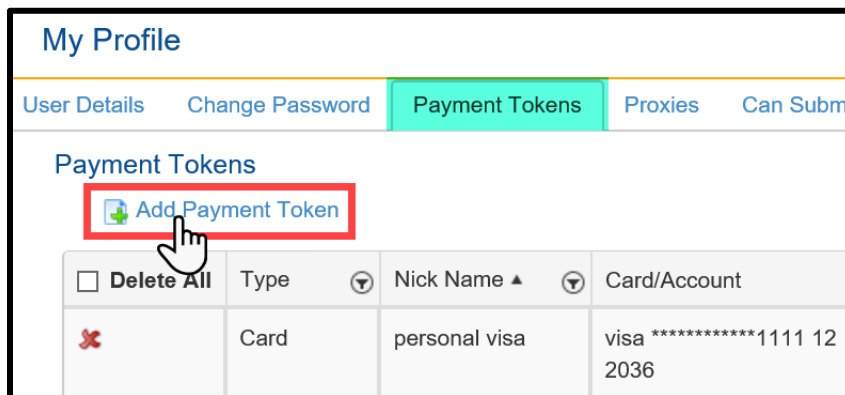
### Create a Payment Method – Individual Users

To quickly enter payment information when eFiling documents with a court, a credit card, debit card, checking account, or savings account may be securely kept on file within a user account.

1. Log in to eFileAZ: <https://efile.azcourts.gov>
2. **Hover over My Account** to access the drop-down menu > Select **My Profile**



- a. The My Profile page will open, and the User Details tab will be selected by default
- b. Select the **Payment Tokens** tab > Select **Add Payment Token**



- i. The page will redirect to nCourt

**Register Card**

**A**

**Payment Information**

Credit Card  Checking/Savings Account

Card Type  
MasterCard

Card Number  
Enter Card Number

CVV Code  
Enter CVV Code

Expiration  
11 2025

Card Description  
Enter Card Description

**B**

**Billing Information**

Billing address is an international address

Organization Name  
Enter First Name

OR

First Name  
Enter First Name

Last Name  
Enter Last Name

Street  
Enter Street

City  
Enter City

State  
Select State

Zip / Postal Code  
Enter Zip

**C**

Back Submit Information

- A. Enter **Payment Information**
    1. The **Credit Card tab** will be **selected by default**
    2. To save a payment method to be used to pay by an **electronic funds transfer**, select the **Checking/Savings Account tab**
    3. A **Card/Account Description is required** and will be the Nick Name for the saved payment method
  - B. Enter **Billing Information**
  - C. Select the **Submit Information button**
- ii. *The page will redirect to the eFileAZ My Profile page and the User Details tab will be selected > To confirm that the new payment method was successfully saved, select the **Payment Tokens tab***
- A. The newly created payment method will be displayed within the list of saved payment methods