

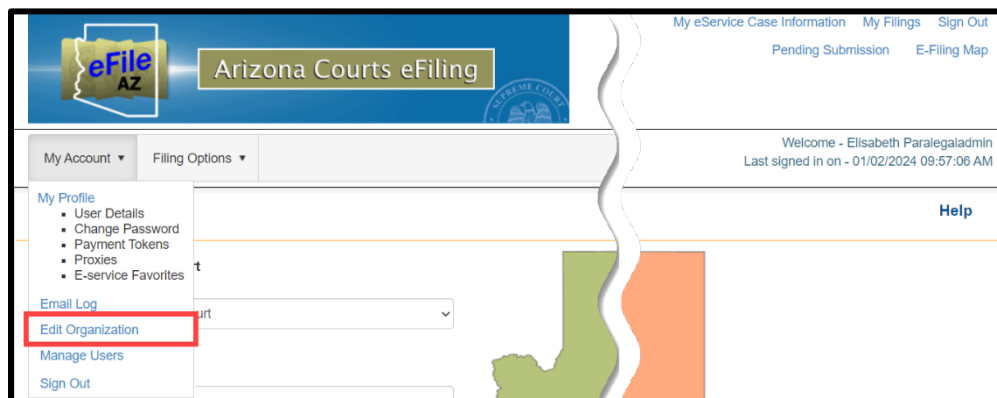
# eFileAZ

## Organization Administrators

### Create and Authorize Use of a Payment Method

To provide attorneys and office staff with the capability 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 an organization's account profile and members of the organization may be authorized (as needed) to use a saved payment method. Only an **organization administrator** may add a payment method to the organization's profile and authorize members of the organization to use a saved payment method.

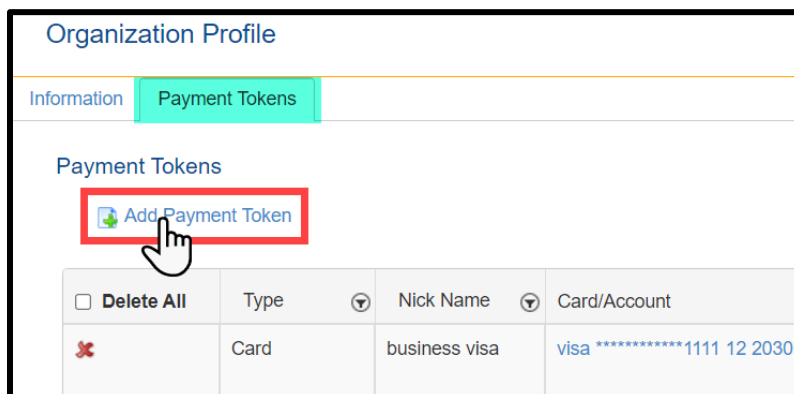
1. Log in to eFileAZ: <https://efile.azcourts.gov>
2. **Hover over My Account** to access the drop-down menu > Select **Edit Organization**



- a. *The Organization Profile page will open, and the Information tab will be selected by default*

### 3. Create a New Payment Method

- a. 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**
1. *The page will redirect to the eFileAZ Organization Profile page, and the Information tab will be selected*

#### 4. Authorize Organization Members to Use a Payment Method

- a. Select the **Payment Tokens** tab > Select a **Card/Account link**

Organization Profile

Information **Payment Tokens**

Payment Tokens

Add Payment Token

<input type="checkbox"/> Delete All	Type	Nick Name	Card/Account	Billing Information
	Card	business visa	visa *****1111 12 2030	Elisabeth Law Office 1501 W Washington St
	Card	business master card	mastercard *****0000 12 2030	Elisabeth Law Office 1501 W Washington St

- i. The Payment Token page will open for the selected card/account, and a list of the organization's member will be displayed

Payment Token - 1131000107151111

Users

<input type="checkbox"/> Select All <b>B</b>	User
<input checked="" type="checkbox"/>	Lawyer, Elisabeth
<input type="checkbox"/>	LawyerAdmin, Elisabeth
<input checked="" type="checkbox"/> <b>A</b>	Paralegal, Elisabeth
<input type="checkbox"/>	ParalegalAdmin, Elisabeth

**C**

- A. To authorize particular members, select the **appropriate checkboxes**
- B. To quickly authorize all members, select the **Select All checkbox**
- C. Select the **Update button** > A pop-up notification window will open > Select **OK** > The selected users will have access to the saved payment method on the nCourt payment page