

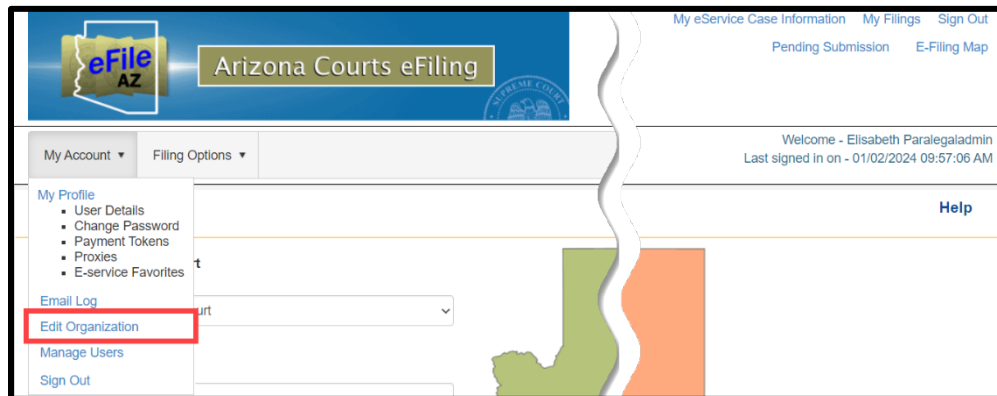
## eFileAZ

### Organization Administrators

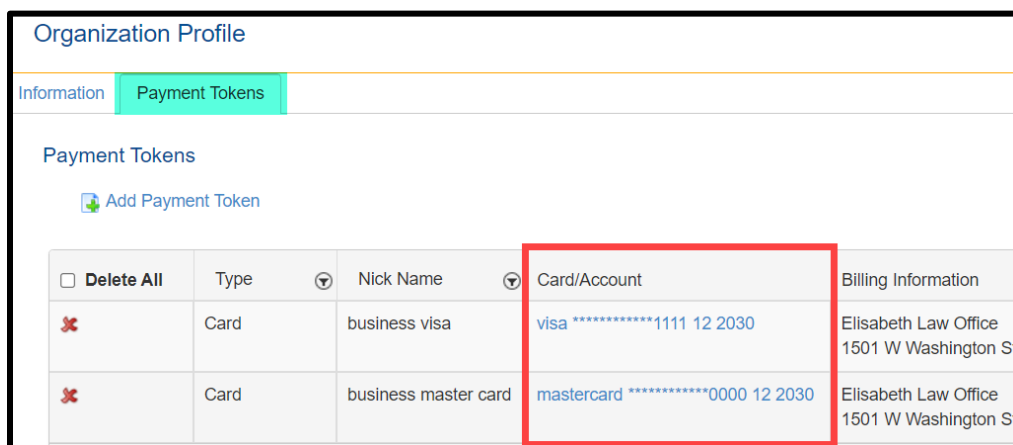
### Authorize Use of an Existing Saved Payment Method

Only an **organization administrator** may 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*
- b. Select the **Payment Tokens** > Select a **Card/Account link**



- 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** Update

- To authorize particular members, select the **appropriate checkboxes**
- To quickly authorize all members, select the **Select All checkbox**
- 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