

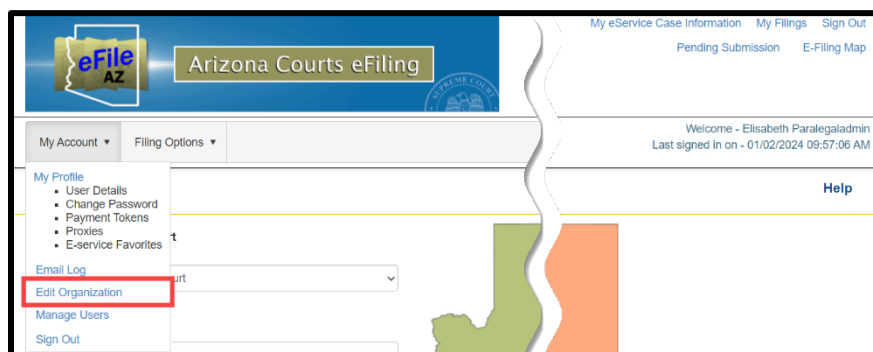
eFileAZ

Organization Administrators

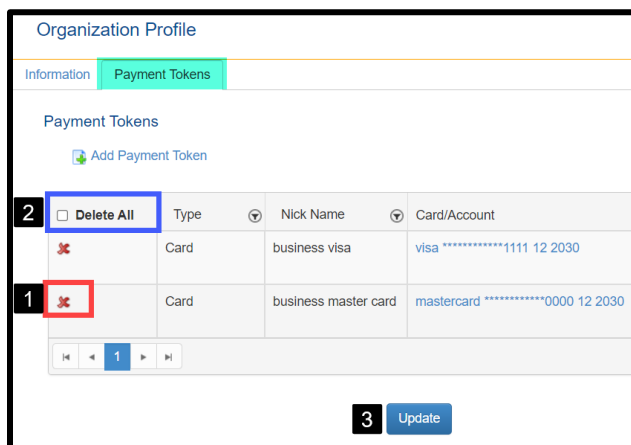
Delete a Payment Method

A saved payment method cannot be updated. When a payment method is no longer valid or needed, an **organization administrator** may delete the payment method. When a payment method is deleted, it is removed from the list of saved payment methods provided on the nCourt payment page for all organization members that were authorized to use the 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** tab



- i. To delete a particular payment method, select the **appropriate Red X icon** > A pop-up notification will open > Select **OK**
- ii. To quickly delete all payment methods, select the **Delete All checkbox** > A pop-up notification will open > Select **OK**
- iii. Select the **Update button** > The selected payment methods are deleted