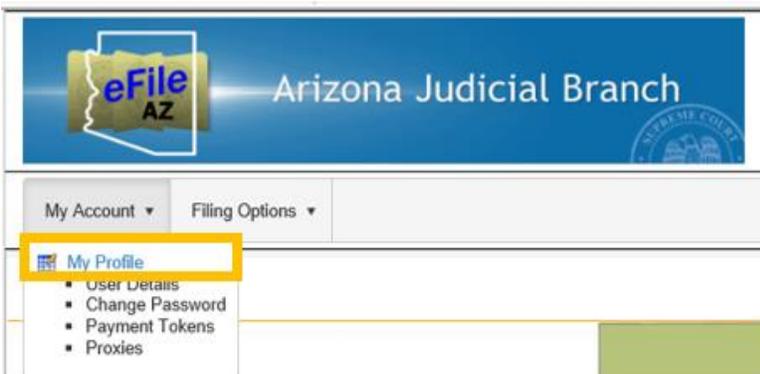


## How to Create a New Payment Token in eFileAZ Individuals or Unaffiliated Attorneys

1. Access the eFileAZ website ([www.eFileAZcourts.gov](http://www.eFileAZcourts.gov)) and log in.
2. Click on the *My Account* link from the top menu.



3. Click on the *My Profile* link in the drop-down.



4. Select the *Payment Tokens* tab.



5. Select *Add Payment Token*.

The screenshot shows the 'My Profile' page with four tabs: 'User Details', 'Change Password', 'Payment Tokens', and 'Proxies'. The 'Payment Tokens' tab is selected. Below the tabs, the heading 'Payment Tokens' is displayed, and a yellow-bordered button labeled 'Add Payment Token' is highlighted.

6. Complete all fields on the *Register Card* screen; Payment Information and Billing Information

The 'Register Card' form is divided into two main sections: 'Payment Information' and 'Billing Information'.  
**Payment Information:** Includes tabs for 'Credit Card' (selected) and 'Checking/Savings Account'. Fields include: Card Type (dropdown menu with 'MasterCard' selected), Card Number (text input), CVV Code (text input), Expiration (two dropdown menus for year and month, showing '11' and '2017'), and Card Description (text input).  
**Billing Information:** Starts with a checkbox for 'Billing address is an international address'. Fields include: Organization Name (text input), a separator 'OR', First Name (text input), Last Name (text input), Street (text input), City (text input), State (dropdown menu with 'Select State' selected), and Zip / Postal Code (text input).  
At the bottom of the form are two buttons: 'Back' and 'Submit Information'.

- Click the Submit Information button when complete.



- The new payment token will be displayed on the *Payment Tokens* tab.

## My Profile

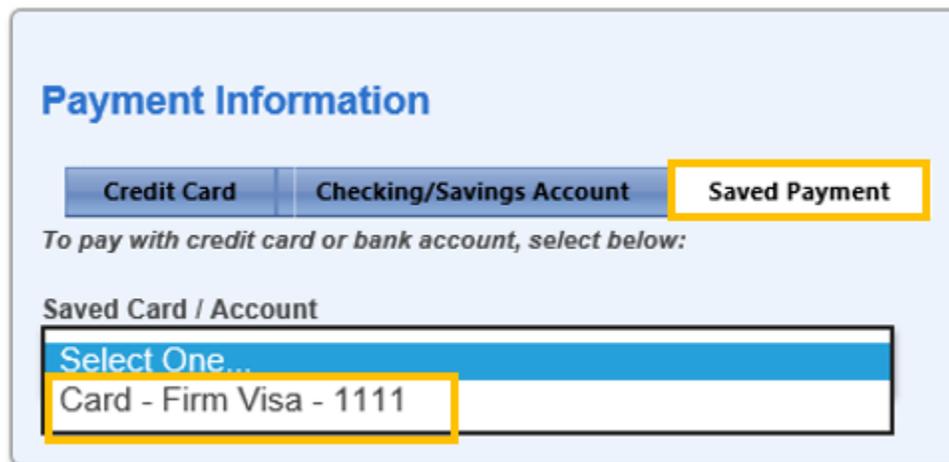
User Details Change Password Payment Tokens Proxies Can Submit For

### Payment Tokens

 Add Payment Token

<input type="checkbox"/> Delete All	Type	Nick Name	Card/Account	Billing Information
	Card	firm visa	visa *****1111 11 2021	Individual Filer 1501 W. Washington Phoenix AZ 85007

- The saved payment method will appear in the nCourt payment page when submitting an efiling. Select the Saved Payment tab in 'Payment Information' section. Select the payment token created from the drop-down.



For additional training information, please visit <https://www.azcourts.gov/efilinginformation/Training>

For further assistance, please contact AOC Support at 602-452-3900 or at [pasupport@courts.az.gov](mailto:pasupport@courts.az.gov).