

## How to Create a New Token in TurboCourt

1. Log in to TurboCourt and access 'Saved Payment Methods' from the User Menu on the left-hand side of the home screen.

The screenshot shows the TurboCourt home page. At the top, there is a navigation bar with the TurboCourt logo, a list of case types (Family, divorce, custody, Guardianships/Probate, Domestic violence, Housing/Evictions, Small Claims), and links for Home, Help, and Quit. The user is identified as 'nlacontelawfirm' with a Logout link. A 'Timeout in 29 min' message is displayed. Below the navigation bar, the 'Your Last 5 Cases' section features a table with the following data:

Form Set #	Submission Name	Filing Type	Status
<a href="#">32659</a>	me v you	General Civil	Completed
<a href="#">32570</a>	Nicole LaConte vs. None	Appellate Court...	Completed
<a href="#">32545</a>	Incomplete case	General Civil	Incomplete
<a href="#">32503</a>	None vs. None	Appellate Court...	Completed
<a href="#">32502</a>	Incomplete case	General Civil	Incomplete

Below the table, it states 'You have 14 new message(s)'. A 'Need help?' section offers a 'Submit Help Request' link. The 'User Menu' on the left has 'Saved payment methods' circled in red. At the bottom, there is a link to 'Available in Arizona' with a 'change jurisdiction' option.

2. Select the hyperlink that appears on the top of screen: 'Click here to register a new credit card or bank account for Arizona court filings.'

The screenshot shows the 'Saved Payment Methods' page. The 'User Menu' on the left has 'Saved payment methods' selected. At the top of the main content area, the text 'Click here to register a new credit card or bank account for Arizona court filings' is circled in red. Below this, there is a form with a 'Nickname' input field, a 'Status' dropdown menu set to 'Active', and a 'List' button. A 'NOTE' explains that in some counties, users must enter payment method information separately. Below the note is a table of payment accounts:

Payment Account Nickname	Status	Last 4 digits	Expiration	Created By	Authorized User(s)
<a href="#">Nicole's Law Firm Visa</a>	Active	1111		Nicole LaConte	0 user(s) <a href="#">Add/Remove User(s)</a>
<a href="#">Nicole's Test Account</a>	Active	0004		Nicole	1 user(s) <a href="#">Add/Remove User</a>

3. The user will be redirected to nCourt's token creation screen. Enter the required information in the fields provided. Once all information has been entered, click 'Submit Information'

\*\*Please note the 'Card Description' field is the nickname that will be assigned to the payment method.



### Register Card

#### Payment Information

Credit Card  Checking/Savings Account

Card Type  
MasterCard

Card Number  
Enter Card Number

CW Code  
Enter CVV Code

Expiration  
11 2016

Card Description  
Enter Card Description

#### 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

[Back](#) [Submit Information](#)

- The system will redirect the filer to the Saved Payment Methods page where the new token will be displayed. From this screen, a firm administrator can assign the saved payment method to members of a firm by selecting the 'Add/Remove User(s)' link to the right of the saved payment method

**Saved Payment Methods**

[Click here](#) to register a new credit card or bank account for Arizona court filings.

Nickname  Status Active

**NOTE:** In some counties, the organization's administrator cannot assign multiple authorized users to one nicknamed payment account. In these counties, each TurboCourt user within an organization must enter payment method information separately (same credit card or bank account is acceptable) in order to e-File.

<u>Payment Account Nickname</u>	<u>Status</u>	<u>Last 4 digits</u>	<u>Expiration</u>	<u>Created By</u>	<u>Authorized User(s)</u>
<a href="#">Firm Checking</a>	Active			Nicole LaConte	1 user(s) <a href="#">Add/Remove User(s)</a>
<a href="#">Test Visa 12</a>	Active	1111	11/2020	Nicole LaConte	1 user(s) <a href="#">Add/Remove User(s)</a>

- Select the 'Assign Authorized User(s)' button along the top to select members of the firm.

**Payment Account Authorized Users**

Payment Account Nickname: Test Visa 12  
Status: Active

[Assign Authorized User\(s\)](#)

<u>User Name</u>	<u>Status</u>	<u>Access Level</u>	<u>Authorized By</u>	<u>Date</u>
Nicole LaConte	Active	User, Company Administrator, Filing Administrator, Financial Administrator	Nicole LaConte	09/15/2017 7:46 AM PDT

- Select the box(es) next to the firm members to whom the saved payment token will be assigned and select 'Assigned Selected'.

**Assign Payment Account Authorized Users**

Payment Account Nickname: Test Visa 12  
 Created By: Nicole LaConte  
 Last Name:

User Name	Access Level
<input type="checkbox"/> Summer Dalton	User, Filing Administrator

[Check All](#) [Clear All](#)

- The system will then display the members of the firm that are authorized to use the saved payment method.

**Payment Account Authorized Users**

Payment Account Nickname: Test Visa 12  
 Status: Active

User Name	Status	Access Level	Authorized By	Date	
Nicole LaConte	Active	User, Company Administrator, Filing Administrator, Financial Administrator	Nicole LaConte	09/15/2017 7:46 AM PDT	X
Summer Dalton	Active	User, Filing Administrator	Nicole LaConte	09/15/2017 7:53 AM PDT	X