

How to Assign a Saved Payment Method to Members of an Organization in AZTurboCourt

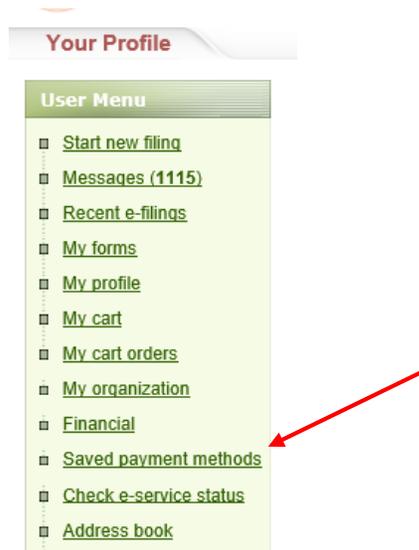
Once a payment method has been saved to the AZTurboCourt profile of a user in an organization with “Admin” rights, the Admin user can assign that payment method to any member of the organization for future use.

Step 1: Log-in as an Admin User

The Admin user logs in to AZTurboCourt

Step 2: Select “Saved payment methods”

The user will select “Saved payment methods” from the User Menu on the left-hand side of the screen.



Step 3: Select Assign/Remove Users

The filer will select the “Assign/Remove Users” for the payment method that is to be assigned to other filers within the firm.

Nickname Status Active List

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>	
Firm Checking	Active			Nicole	1 user(s)	Add/Remove User(s)



Step 5: Assign Authorized Users

The filer will select “Assign Authorized User(s)” to view a list of all members of the organization to whom the payment method can be assigned.

Payment Account Nickname Firm Checking
 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	Active	User, Company Administrator, Filing Administrator, Financial Administrator	Nicole	02/16/2017 9:21 AM PST	✗

[Go to Saved Payment Methods](#)

Step 6: Select Users

The filer will check the box next to the name of the firm member to whom the payment method will be assigned.

Payment Account Nickname Firm Checking
Created By Nicole [Avatar]
Last Name List

	<i>User Name</i>	<i>Access Level</i>
<input type="checkbox"/>	Summer [Avatar]	User, Filing Administrator

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

Step 7: Assign Selected

The filer will click on the “Assigned Selected” button on the screen to save changes.

Payment Account Nickname Firm Checking
Created By Nicole [Avatar]
Last Name List

	<i>User Name</i>	<i>Access Level</i>
<input type="checkbox"/>	Summer [Avatar]	User, Filing Administrator

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