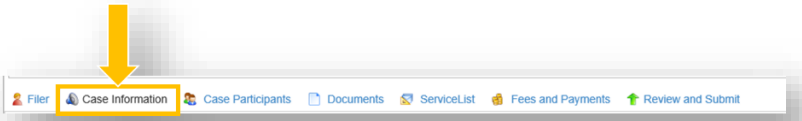
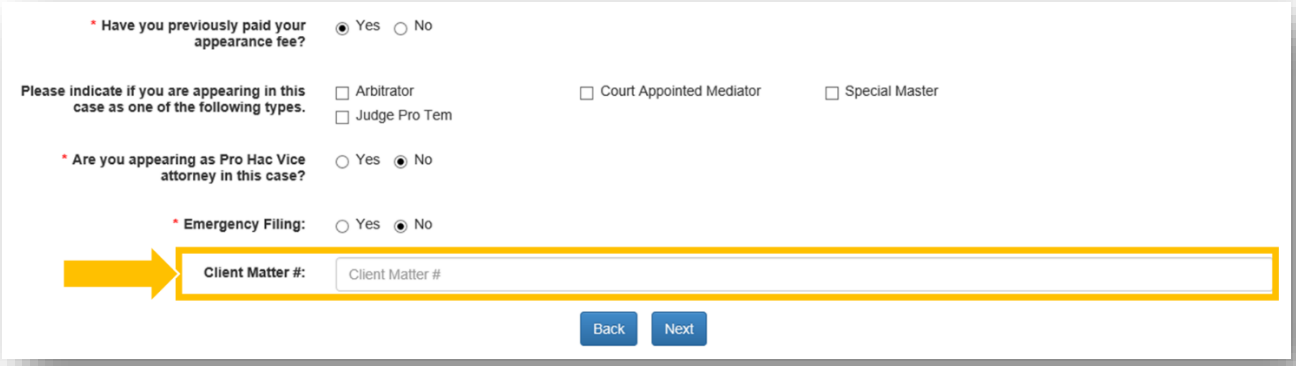
# How to Add a Keyword/ Client Matter # in eFileAZ

1. Create a submission in eFileAZ

2. Click on the *Case Information* tab

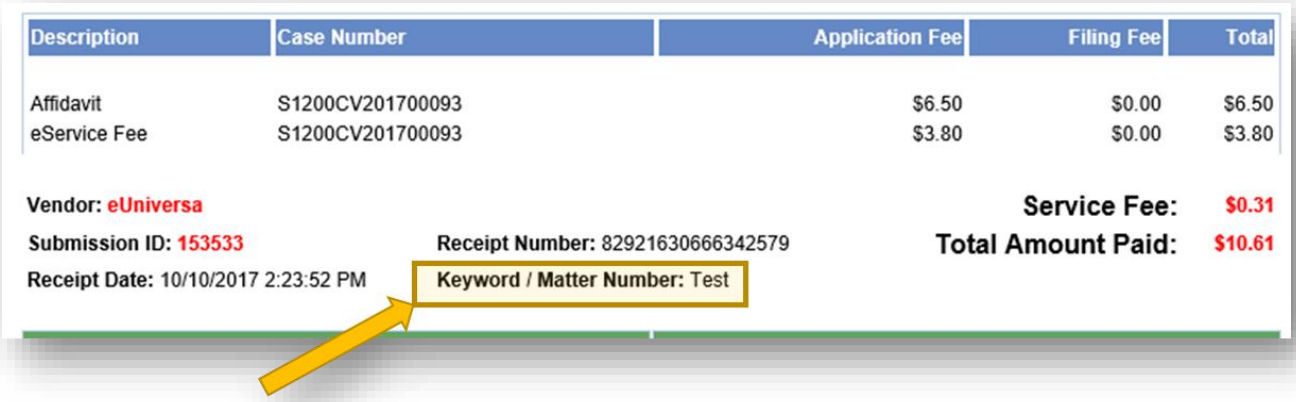



3. Enter the Keyword or Client Matter # in the appropriate field




4. Click the *Next* button when complete

5. The Keyword/Matter # will appear on the financial receipt sent via email to the filer.

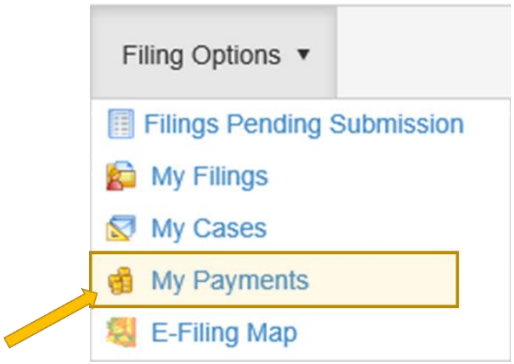


| Description | Case Number | Application Fee | Filing Fee | Total |
|---|---|---|---|---|
| Affidavit | S1200CV201700093 | $6.50 | $0.00 | $6.50 |
| eService Fee | S1200CV201700093 | $3.80 | $0.00 | $3.80 |

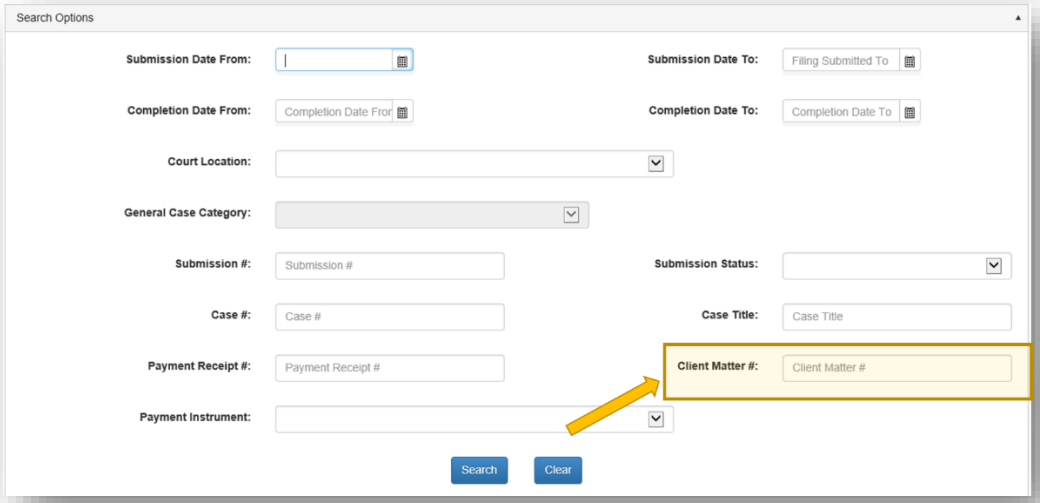
Vendor: eUniversa
Submission ID: 153533
Receipt Date: 10/10/2017 2:23:52 PM
Receipt Number: 82921630666342579
Keyword / Matter Number: Test
Service Fee: $0.31
Total Amount Paid: $10.61

6. The filer can access financial reports in eFileAZ that will contain the Client Matter # if entered.

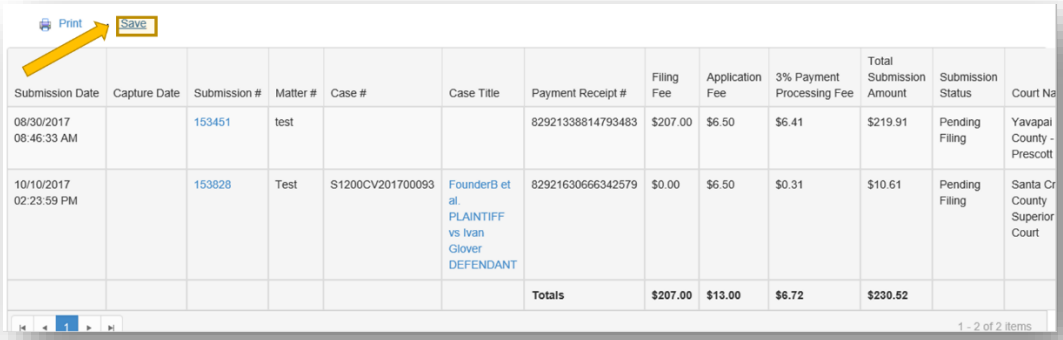
Step 1: Click on My Payments from the Filing Options tab




Step 2: Enter the Client Matter # and desired date range then click 'Search'.




Step Three: The report that generates includes the Clien tMatter # and payment method information. This report can be exported to excel by clicking on 'Save'




| Submission Date | Capture Date | Submission # | Matter # | Case # | Case Title | Payment Receipt # | Filing Fee | Application Fee | 3% Payment Processing Fee | Total Submission Amount | Submission Status | Court Na |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 08/30/2017 08:46:33 AM | | 153451 | test | | | 82921338814793483 | $207.00 | $6.50 | $6.41 | $219.91 | Pending Filing | Yavapai County - Prescott |
| 10/10/2017 02:23:59 PM | | 153828 | Test | S1200CV201700093 | FounderB et al. PLAINTIFF vs Ivan Glover DEFENDANT | 82921630666342579 | $0.00 | $6.50 | $0.31 | $10.61 | Pending Filing | Santa Cr County Superior Court |
| | | | | | | **Totals** | **$207.00** | **$13.00** | **$6.72** | **$230.52** | | |