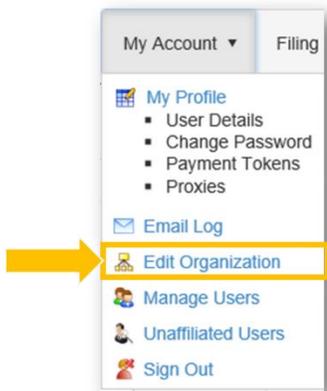


How to Assign a Saved Payment Method to Members of an Organization in eFileAZ

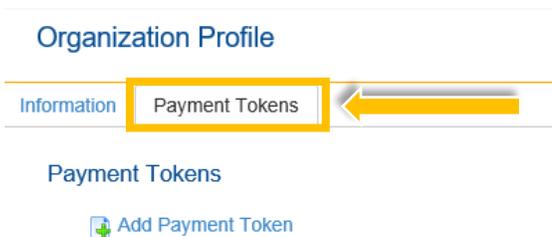
1. Log in to eFileAZ as a user with administrative access
2. Click on the [My Account](#) link from the top menu.



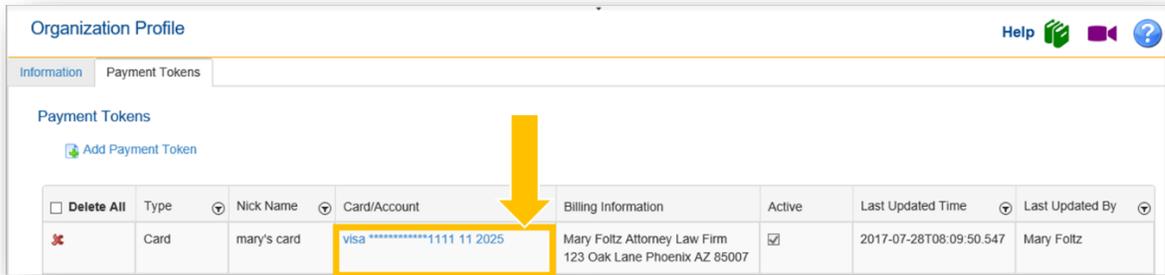
3. Click on the [Edit Organization](#) link on the My Account menu.



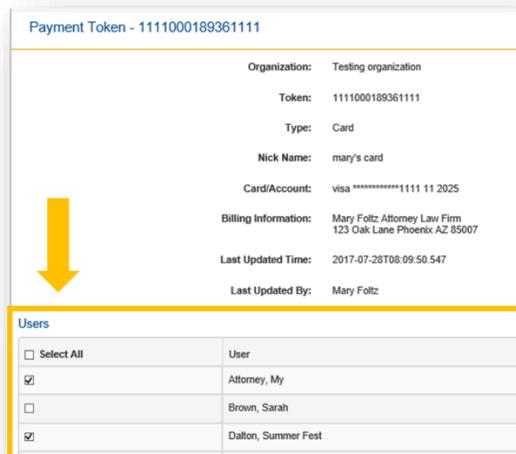
4. Click on the [Payment Tokens](#) tab under Organization Profile.



5. Click on the *Card/Account hyperlink* in the Payment Token table.



6. Select the users to which the payment token will be assigned by clicking the box next to the name.



7. Select *Update* at the bottom of the screen to save the changes.

