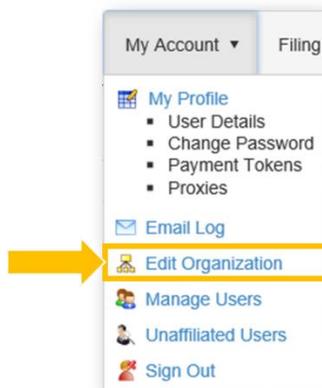


How to Create a New Payment Token in eFileAZ

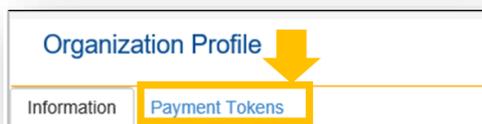
1. Log in to eFileAZ as a user with administrative access
2. Click on the *My Account* link from the top menu.



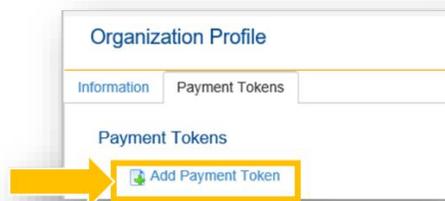
3. Click on the *Edit Organization* link on the My Account menu.



4. Click on the *Payment Tokens* tab on the Organization Profile screen



5. Click the *Add Payment Token* link



- Complete all fields on the nCourt *Register Card* screen

Register Card

Payment Information

Credit Card Checking/Savings Account

Card Type
MasterCard

Card Number
Enter Card Number

CVV Code
Enter CVV Code

Expiration
11 2017

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

- Click the *Submit Information* button when complete.



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

Organization Profile

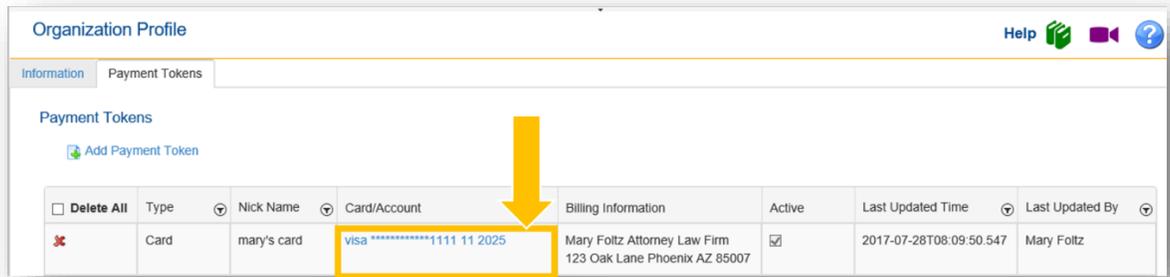
Information Payment Tokens

Payment Tokens

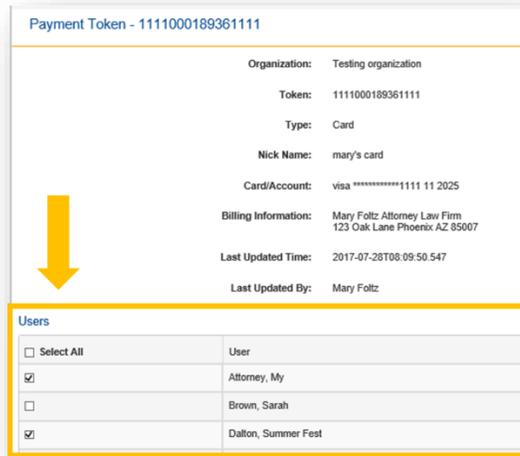
Add Payment Token

<input type="checkbox"/> Delete All	Type	Nick Name	Card/Account	Billing Information	Active	Last Updated Time	Last Updated By
<input checked="" type="checkbox"/>	Card	mary's card	visa *****1111 11 2025	Mary Foltz Attorney Law Firm 123 Oak Lane Phoenix AZ 85007	<input checked="" type="checkbox"/>	2017-07-28T08:09:50.547	Mary Foltz

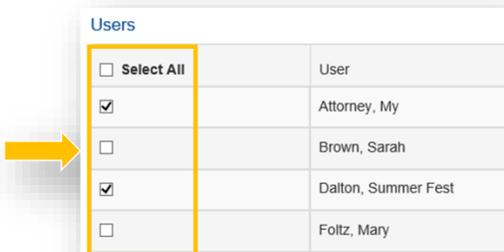
9. Click on the card number under the *Card / Account* column



10. On the *Payment Token* screen, scroll down to the list of Users



11. Check the box next to the name(s) of the users who should have access to this payment token



12. Click the Update button when complete

