

## Adding and Removing Payment Accounts

## Add a credit card account

- 1. From the Filer Dashboard, click Actions.
- 2. Select Payment Accounts.
- 3. Click Add Payment Account.
- Enter a Payment Account Name. The payment account name is visible to court staff. Do not use a credit card number as the account name.



Filers who represent a government agency or have an **approved** In Forma Pauperis (IFP) need to set up a waiver account in addition to the credit card account.

- 5. Select **Credit Card** or **Waiver Account** for the Payment Account Type.
- For a credit card account, click Enter Credit Card Information. A new internet browser window will open. For a wavier account, go to step 9.
- 7. Enter all required information.
- 8. Click Continue.
- 9. Click Save Changes.

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## Adding and Removing Payment Accounts

## Remove a payment account

- 1. From the Filer Dashboard, click Actions.
- 2. Select Payment Accounts.
- 3. Click **Actions** across from the payment account to delete.
- 4. Select Delete.



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