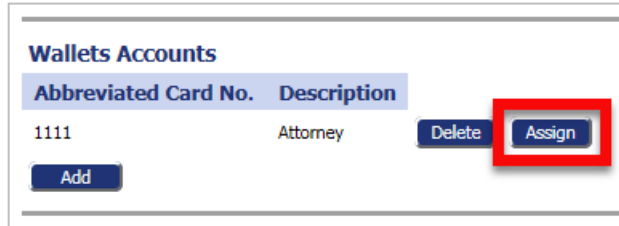


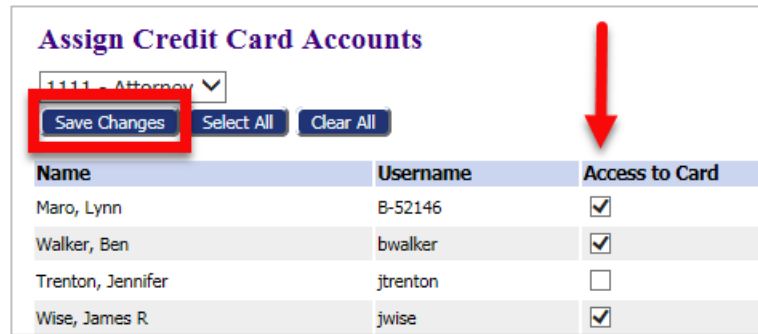
4

### Assign Wallet Rights

1. Scroll down the page to the Wallet Account listing just created and click the **Assign** button to the right of the listing.



2. All of the personnel with eFiling accounts associated with the firm are listed on the “Assign Credit Card Account” page.
3. To the right of each individual name, there is a checkbox. Place a checkmark in the checkbox for any individual who should have rights to make payments using the particular card.



**NOTE:** Accounts with a role of Financial Administrator do not have rights to file. Financial Administrator accounts do not need access to the credit card.

4. Click **Save Changes**.

**NOTE:** The page display will not change after the **save Changes** button is clicked as the process is potentially complete and the user must direct the system where to go.

5. If multiple credit cards have been added, use the dropdown above the **Save Changes** button to select the next credit card for assignment and follow the above steps.



**NOTE :** Pro Se filers access the wallet set up by clicking My User Profile under the MY Profile menu tab. The set up process is the same as described above.

## Quick Guide - Wallet

1

### Financial Administrator Account (Attorney Firms)

To set up the wallet payment method, each firm, regardless of size, must have a non-filing account for a Financial Administrator. Logged into this account, one will also be able to view the filing charges paid through all firm eFiling accounts.

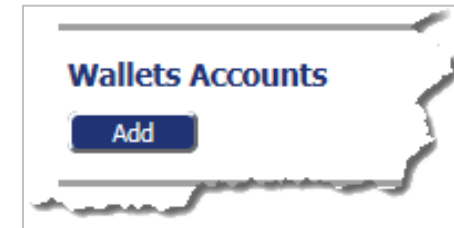
- Click **Request Account** on ‘Login’ page.
- Select the role of “Financial Administrator.”
- Create Profile.
- After approval of account, **Login**.



2

### Add Wallet

1. Logged in as the Financial Administrator, hover over the menu bar “Admin” tab and click “Account Settings.”
2. Scroll down to the “Wallet Accounts” heading, and click **Add**.

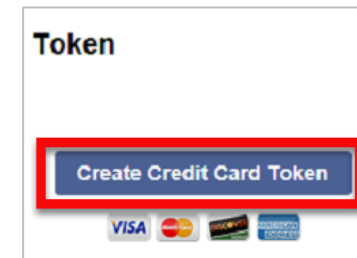


3. Adding the wallet connects the user to a secure payment vendor. At the payment vendor, the user will create a token that allows the eFiling system to communicate with the payment vendor when payment of a fee needs to take place. (Credit card information is stored with the secure payment vendor.)

3

### Enter Info at Payment Vendor

1. Click **Create Credit Card Token**.



3

### Enter Info at Payment Vendor (cont.)

2. Enter billing information, being sure the information in the required fields matches exactly the information on the credit card monthly billing statement.

3. Click **Next**.
4. Enter the credit card number and related information found on the credit card.

5. Click **Next**.

3

### Enter Info at Payment Vendor (cont.)

6. Review the displayed information. If it is correct, click **Create Token**.

7. A final screen will appear indicating the Token was successfully created. The user **MUST** click **Finish** in order to complete the vendor set up process and be returned to the eFiling system.
8. Create an "Account Description." This will display on the eFiling software.

4

### Assign Wallet Rights

1. Once the user has entered an account description, the Financial Administrator is returned to the eFiling "Account Settings" page where the abbreviated card number and account description are displayed.

**WARNING:** Unless the Financial Administrator completes the following steps, none of the users associated with the firm will have access to use the wallet account for payments.