

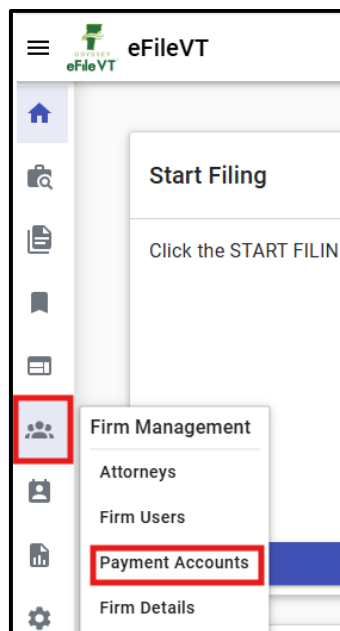


HOW TO CREATE A WAIVER ACCOUNT

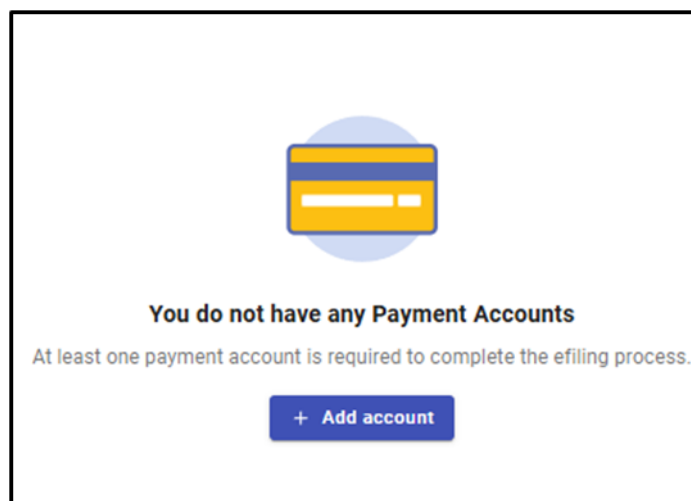
In order to avoid the payment of filing and processing fees in eFile & Serve (EFS), individuals and entities exempt from filing fees must create a waiver payment account.

To create a waiver payment account, please follow these steps:

1. After logging into EFS, click Firm Management on the left-hand side of screen.
 - If an individual user, click the My Payment Account on the left-hand side and skip to step 3.
2. Select Payment Accounts



3. Click Add Account



4. Enter Payment Account name (For example, “XYZ Law Firm’s Waiver Account”)
5. In Payment Type drop down select Waiver
6. Account type will default to Waiver
7. Click Save

Add Payment Account

* Account Name

XYZ Law Waiver Account

* Payment Type

Waiver

* Account Type

Waiver

Cancel

Save