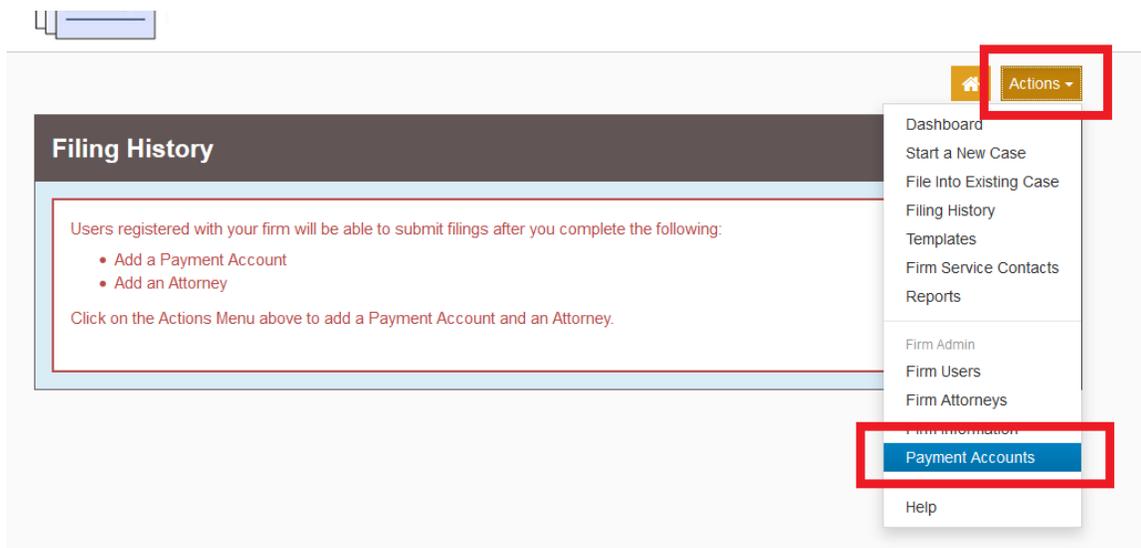


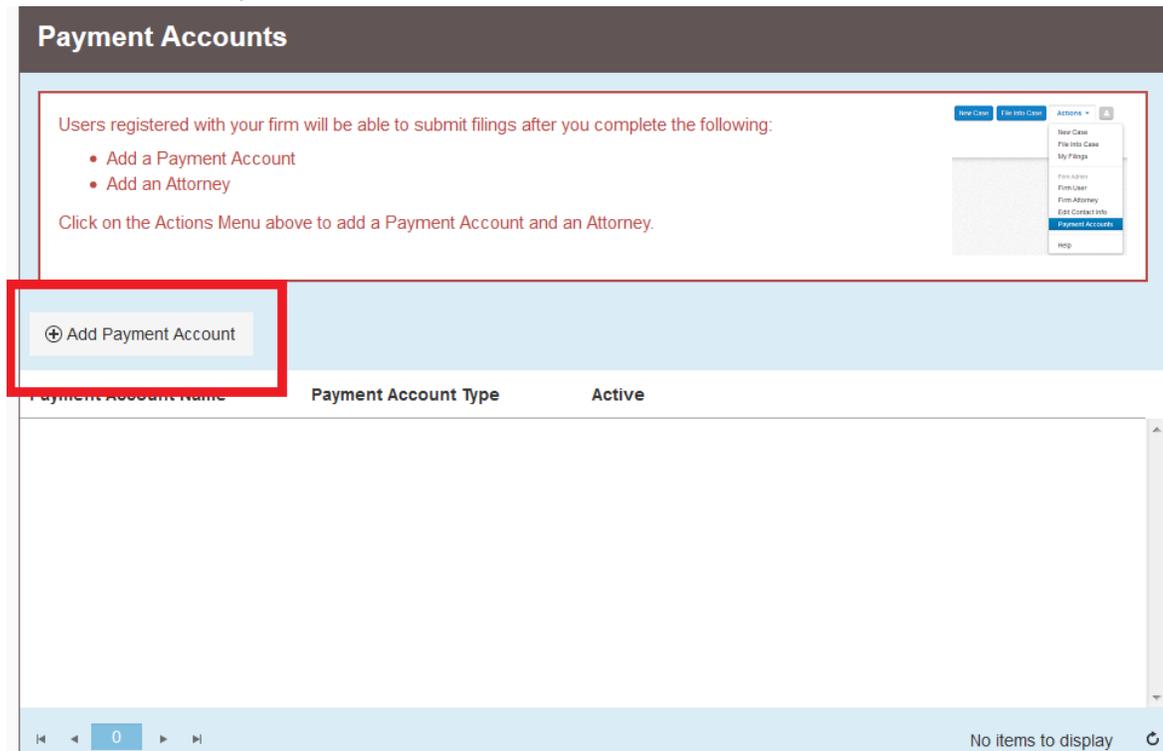
## ADDING A WAIVER ACCOUNT TO YOUR FIRM

Waiver accounts are used to waive court fees as well as the fee charged to use the e-filing system. These accounts are only to be used when approved, i.e., when the Court has already approved that the filing fee be waived or it is a filing type where the fee is automatically waived. If a waiver account is used for a fee in which the filing fee is not deemed waived, the Clerk's Office will reject the filing and require submission with a valid payment account.

1. To set up a waiver account, click the orange "Actions" button on the user dashboard page. A drop down menu will appear. From this menu, select and click "Payment Accounts."



2. Click the "Add Payment Account" button



3. Below the list of present payment accounts, a text box and drop down will appear

⊕ Add Payment Account

Payment Account Name	Payment Account Type	Active
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0 No items to display

Payment Account Name

Payment Account Type

Click to select Payment Account Type

Undo Save Changes

Enter the name you would like to give the Waiver account. This name is for internal use and reference.

Select "Waiver" in the Payment Account Type dropdown list:

⊕ Add Payment Account

Payment Account Name	Payment Account Type	Active	Actions
Firm Credit Card (MASTERCAR...	Credit Card	Yes	

1 1 - 1 of 1 items

Payment Account Name

Firm Waiver Account

Payment Account Type

Waiver

Undo Save Changes

4. Press the blue "Save Changes" button. Your waiver account will appear in the list of Payment Accounts for your firm.

The screenshot shows the 'Payment Accounts' section of the efile system. At the top left is the logo for the Massachusetts Court System, 'Odyssey File & Serve', with the 'efile' logo. A green success message box in the top right corner reads: 'Success Payment Account information saved successfully.' Below this is a navigation bar with a home icon and an 'Actions' dropdown menu. The main content area is titled 'Payment Accounts' and contains a red-bordered box with instructions: 'Users registered with your firm will be able to submit filings after you complete the following: • Add an Attorney. Click on the Actions Menu above to add an Attorney.' Below the instructions is a '+ Add Payment Account' button. A table lists the current payment accounts:

Payment Account Name	Payment Account Type	Active	
Firm Credit Card (MASTERCAR...	Credit Card	Yes	Actions ▾
Firm Waiver Account	Waiver	Yes	Actions ▾

At the bottom of the table, there is a pagination control showing '1' and '1 - 2 of 2 items'.

**Should you encounter any problems submitting a waiver account and you are sure you have followed the previous steps correctly, please call Tyler Support at 1.800.297.5377**

**Please do not call the Clerk's Office with technical support related questions.**