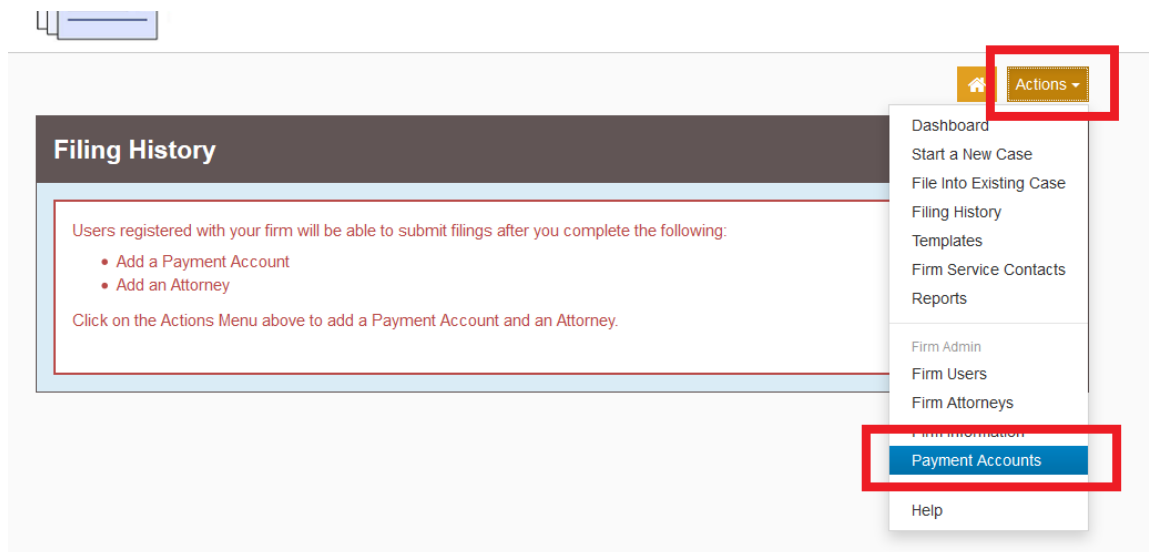


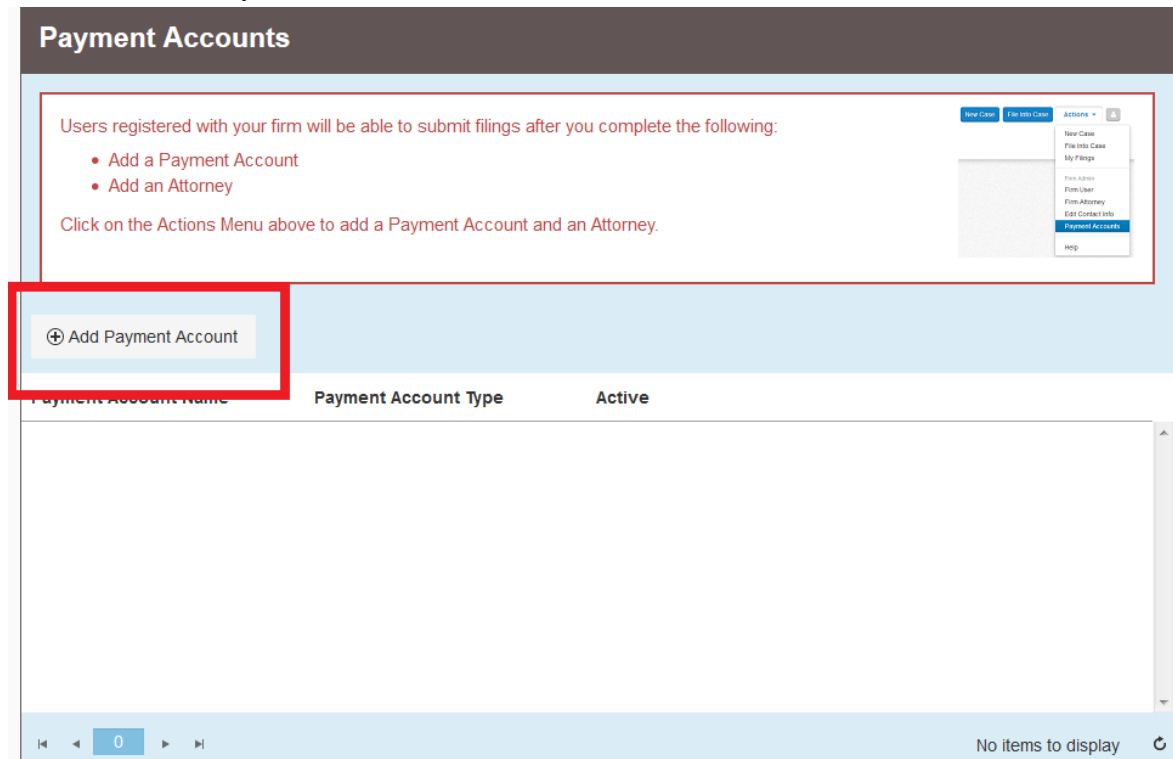
## ADDING A WAIVER ACCOUNT TO YOUR FIRM

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



- 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

⏪ 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.



**Massachusetts Court System**  
Odyssey File & Serve

**Success**  
✓ Payment Account information saved successfully.

Home
Actions ▾

**Payment Accounts**

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.

⊕ Add Payment Account

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

⏪
⏩
1
⏪
⏩

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.**