



Steps to Store a Credit Card in E-File

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WARNING: \$0.05 Stored Credit Card Service Fee per use.

Manage Credit Cards

1. Select **Account** menu
2. Select **Manage Credit Cards**
3. Click **Add** button
4. Enter **Credit Card Description** (Nickname)
5. Click **Continue** button

The screenshot shows the West Virginia E-File system interface. At the top, there is a navigation bar with tabs for 'Complaints', 'Motions', 'Post Judgment', 'Proposed Orders', 'Miscellaneous', 'Emails', and 'History'. To the right, there are dropdown menus for 'Account' and 'Support'. A red circle '1' is placed over the 'Account' dropdown. A second dropdown menu is open under 'Account', showing options: 'Manage Credit Cards', 'View Available Credit Cards', 'Change Password', 'Manage Mail', 'Set or Renewal of Attorney', 'Settings', and 'Accounting Portal'. A red circle '2' is placed over the 'Manage Credit Cards' option. Below the navigation bar is a 'Notice' box with text about storing payment account information. Below the notice is a toolbar with buttons: 'Add' (with a plus icon), 'Edit' (with a pencil icon), 'Delete' (with a trash icon), 'Refresh' (with a circular arrow icon), and 'Set Access'. A red circle '3' is placed over the 'Add' button. Below the toolbar is a table with columns: 'Name', 'Credit Card #', and 'Shared With'. An 'Add Credit Card' dialog box is open, showing a 'Card Description:' input field with a red circle '4' and 'Continue' and 'Cancel' buttons with a red circle '5'.

6. Enter **Billing Information**

- Name
- Address
- Phone
- Email

7. Enter **Payment Details**

- Card Type
- Card Number
- Expiration Date
- CVN

8. Click **Finish** button

The screenshot shows the 'West Virginia E-Filing' form. At the top left is the West Virginia E-File logo. The form is titled 'West Virginia E-Filing'. Below the title is a section for 'Billing Information' with a red circle '6' and a '* Required field' label. The 'Billing Information' section contains the following fields: 'First Name *', 'Last Name *', 'Address Line 1 *', 'City *', 'Country/Region *' (set to 'United States of America'), 'State/Province *' (set to 'West Virginia'), 'Zip/Postal Code *', 'Phone Number', and 'Email *'. Below the 'Billing Information' section is a section for 'Payment Details' with a red circle '7'. The 'Payment Details' section contains the following fields: 'Card Type *' (with radio buttons for 'VISA Visa', 'Mastercard', and 'Discover Discover'), 'Card Number *', 'Expiration Date *' (with dropdown menus for month and year), and 'CVN *'. Below the 'CVN *' field is a note: 'This code is a three or four digit number printed on the back or front of credit cards.' and a magnifying glass icon over the number '123'. At the bottom of the form are 'Cancel' and 'Finish' buttons. A red circle '8' is placed over the 'Finish' button.