



# Steps to Store a Credit Card in E-File

## Steps to Store a Credit Card in E-File:

**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-Filing application 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' (highlighted with a red circle '2'), 'View Available Credit Cards', 'Change Password', 'Manage Mail', 'Set or Renewal of Attorney', 'Settings', and 'Accounting Portal'. Below the navigation bar is a 'Notice' box with text about storing payment account information. Below the notice is a toolbar with buttons: 'Add' (highlighted with a red circle '3'), 'Edit', 'Delete', 'Refresh', and 'Set Access'. 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 (highlighted with a red circle '4') and 'Continue' and 'Cancel' buttons (with a red circle '5' over the 'Continue' button).

### 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' interface. The 'Billing Information' section (highlighted with a red circle '6') 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 \*'. The 'Payment Details' section (highlighted with a red circle '7') contains: 'Card Type \*' with radio buttons for 'VISA Visa', 'Mastercard', and 'Discover Discover'; 'Card Number \*'; 'Expiration Date \*' with two dropdown menus; and 'CVN \*' with 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 right, there is a 'Finish' button (highlighted with a red circle '8') and a 'Cancel' button.