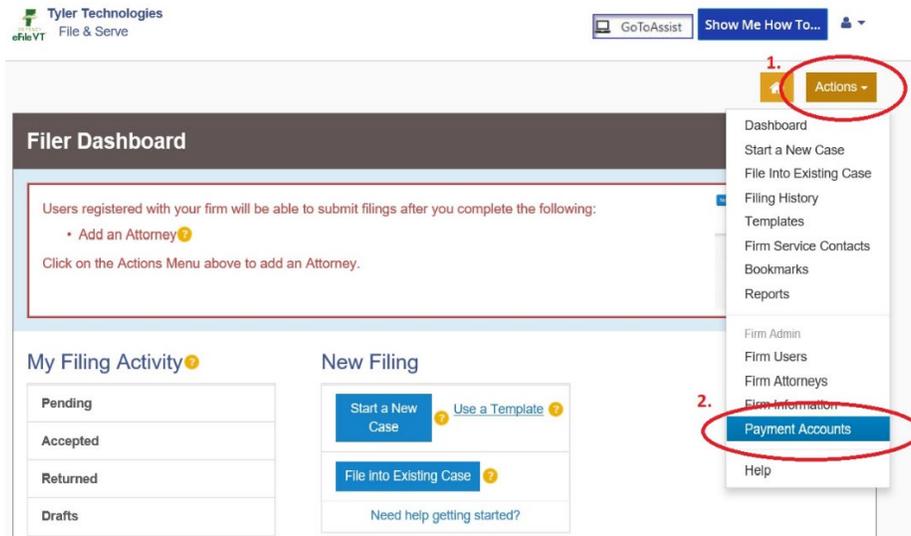


How to Create a Waiver Account

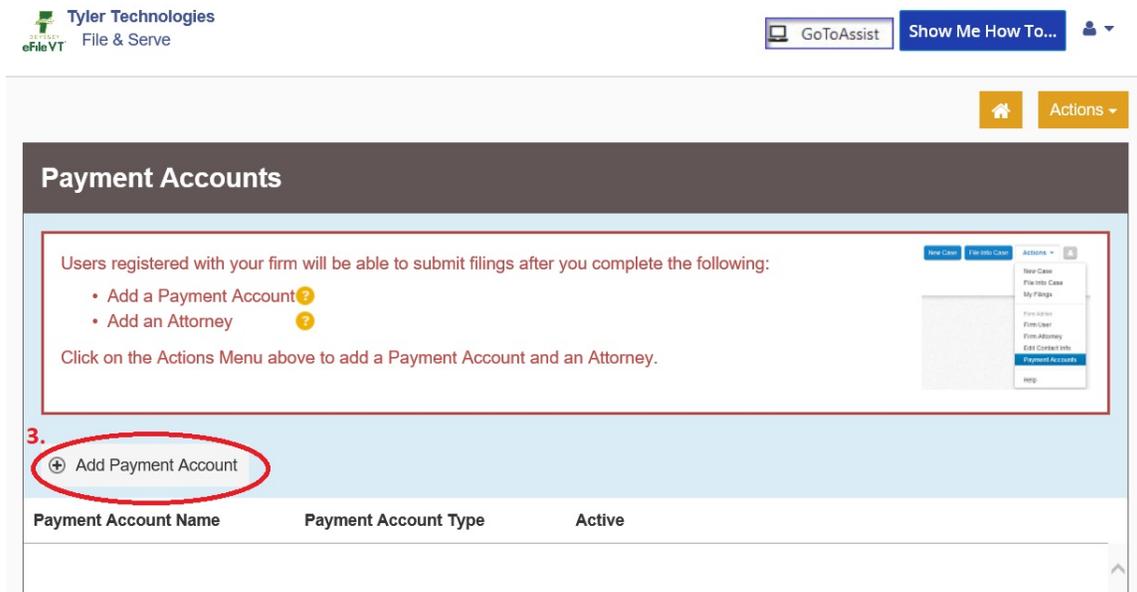
In order to avoid the payment of filing and processing fees in Odyssey File & Serve (OFS), individuals and entities exempt from filing fees must create a waiver payment account.

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

1. After logging into OFS, click the “Actions” button in the upper right corner of the screen. This will open a drop-down menu.
2. Click “Payment Accounts” from the drop-down menu.



3. When the “Payment Account” window opens, click “Add Payment Account.”



4. Towards the bottom of the screen, there will be a field called “Payment Account Name.” Enter any name you wish to call your waiver account. (For example, “XYZ Law Firm’s Waiver Account.”)
5. Below this field is a drop down menu called “Payment Account Type.” Click on the triangle to view the drop down menu. Select “Waiver.”

The screenshot shows the Tyler Technologies eFileVT interface. At the top left, the logo for Tyler Technologies eFileVT File & Serve is visible. At the top right, there are buttons for 'GoToAssist' and 'Show Me How To...' along with a user profile icon. The main content area is a light blue panel with a header showing '0' items and 'No items to display'. Below the header, there are two input fields. The first field is labeled 'Payment Account Name' and is currently empty. The second field is labeled 'Payment Account Type' and is a dropdown menu with the text 'Click to select Payment Account Type' and a downward arrow. At the bottom right of the panel, there are two buttons: 'Undo' and 'Save Changes'.

6. After entering an account name and selected the waiver account type, click “Save Changes.”

The screenshot shows the Tyler Technologies eFileVT interface after the user has entered information. The 'Payment Account Name' field now contains the text 'My Firm's Waiver Account'. The 'Payment Account Type' dropdown menu is now set to 'Waiver'. At the bottom right of the panel, the 'Save Changes' button is highlighted with a red circle, indicating the next step in the process.