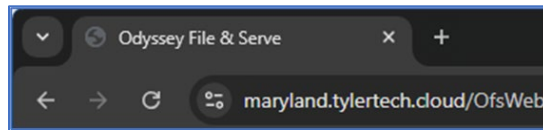
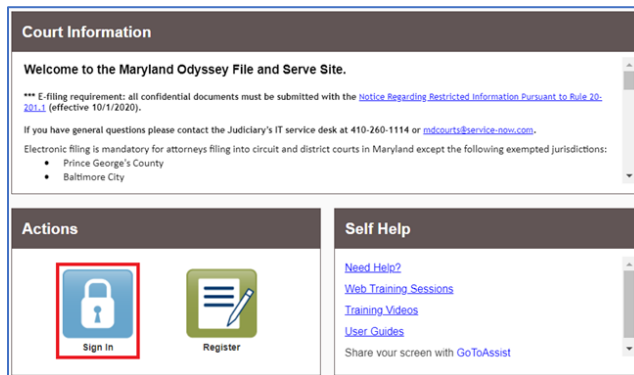


Before you can e-file court documents, you must have a way to pay for court costs and filing fees. Create at least one payment account that will designate a credit card, debit card, or bank account to which fees can be charged. If you do not have an account, see the Register with MDEC guide for instructions on how to create one. These instructions will guide you on how to add a payment account.

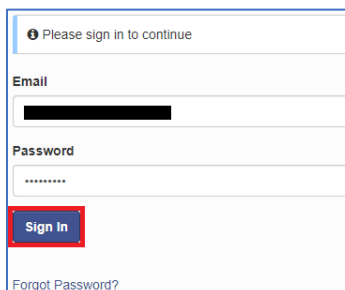
- **What If I Plan to Ask the Court to Waive the Fees?** If you plan to ask the court to waive the fees, you should also create a waiver account. A waiver account is a type of payment account the court will designate if the judge grants your request for a fee waiver. It is not tied to any payment method, but it allows the court to identify that the fees are waived.
 - **Why Do I Need to add a credit card and a waiver account?** If the court denies your request for a waiver, or if the court waives some but not all the fees, you will need some way to pay those fees. If you did not add a credit card, debit card, or bank account and you are required to pay, your filing may be delayed.
1. Open your web browser and navigate to the File & Serve web portal: (<https://maryland.tylertech.cloud/OfsWeb>).



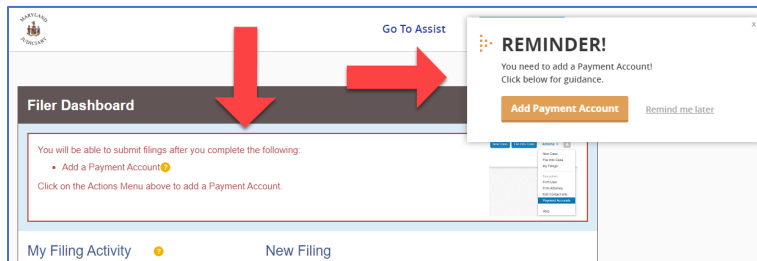
2. Click **Sign In**.



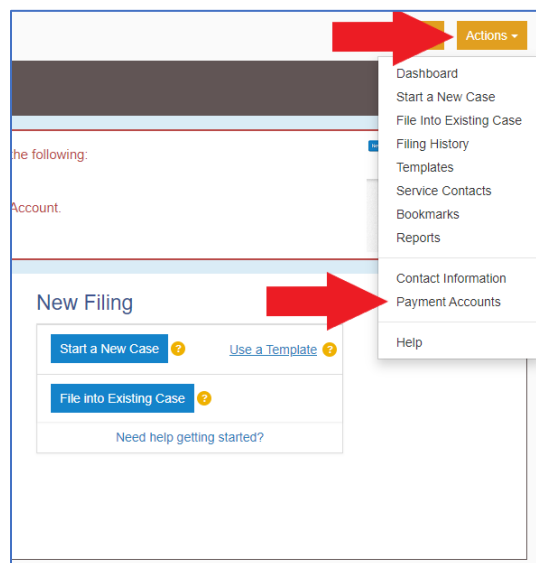
3. Enter your Email and Password, then click **Sign In**.



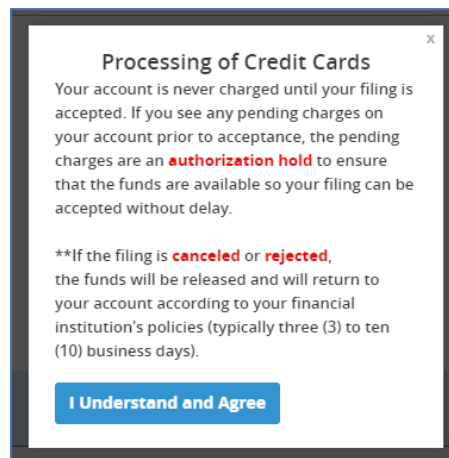
- Your **Filer Dashboard** may show a **Reminder!** or a notification to add a payment account. You will only see the reminder or notification if you do not have a payment account.



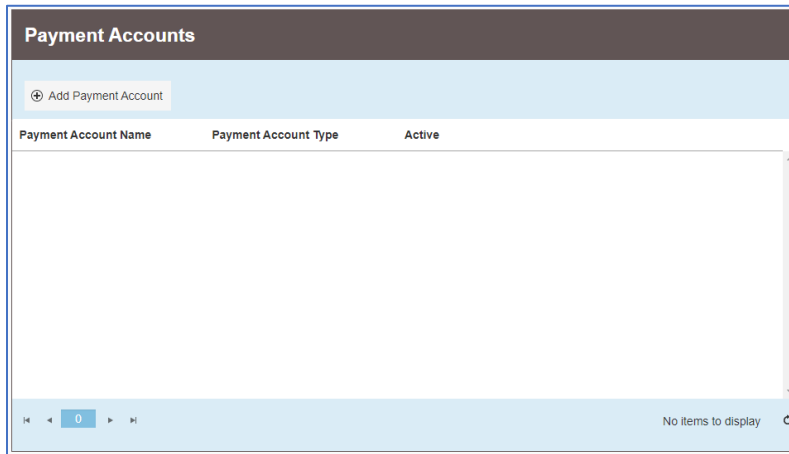
- Click **Actions**. In the Actions dropdown menu, click **Payment Accounts**.



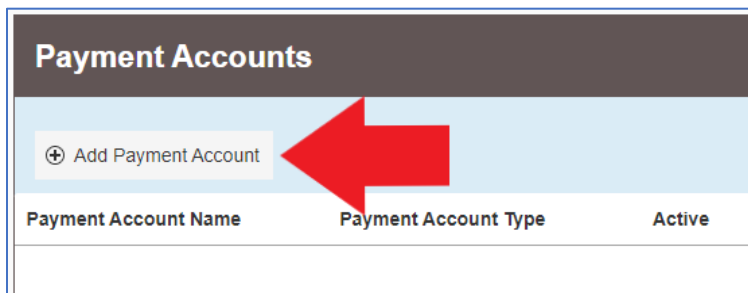
- You must read and agree to the Processing of Credit Cards acknowledgment before you can add a payment account. Click **I Understand and Agree**. **Note:** This agreement may not always appear.



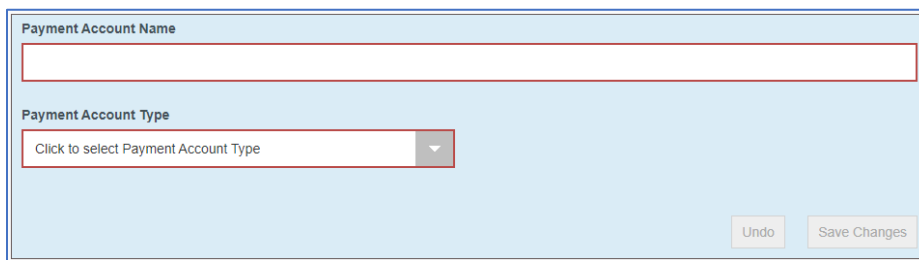
- The **Payment Accounts** screen shows the payment accounts with which you may pay e-filing fees.



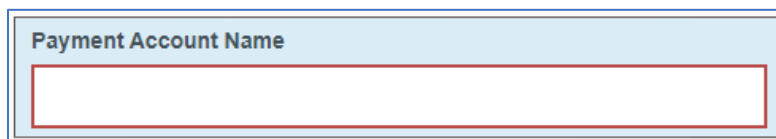
- Click **Add Payment Account**.



- Enter the **Payment Account Name** and choose the **Payment Account Type** on the new menu options.



- Enter a name for the payment account. Choose a name that will help you remember the payment source. For example, "**Chase Credit Card**" or "**Checking Account E-Check**".



11. Choose the type of Payment Account. There are three (3) ways to pay for e-filing fees: **Credit Card, eCheck, and Waiver.**

Payment Account Type

Click to select Payment Account Type

Click to select Payment Account Type

- Credit Card
- eCheck
- Waiver

Payment Account Type – Credit Card

12. Select **Credit Card** to designate a credit or debit card. Click **Enter Account Information.**

Payment Account Type

Credit Card

Enter Account Information

13. Click **Credit Card** in the **Enter Account Information** popup.

Enter Account Information

Method of Payment

- Credit Card
- e-Check

14. Enter your credit or debit card information.

Cardholder Information

Enter the information as it appears on the Cardholder Account. The fields marked with a red asterisk (*) are required fields.

Card Type *

Card Number *

Exp Month MM * Exp Year YYYY *

CVV Code * [CVV Help](#)

Name on Card *

Maximum of 30 characters

Address Type US Foreign

Address Line 1 *

Street address, P.O. box, company name, c/o

Address Line 2 *

Apartment, suite, unit, building, floor, etc.

City *

State *

Zip Code *

15. Click **Continue** when you finish.

State: MARYLAND

Zip Code: 21201

Continue

16. Confirm that you have entered all credit or debit card information correctly. If you need to make changes, click **Back**. If everything is correct *and* you have read the Terms and Conditions, click **Save Information**.

Billing Detail

Card Type: [REDACTED]

Card Number: [REDACTED]

Exp Date: [REDACTED]

CVV Code: [REDACTED]

Name on Card: [REDACTED]

Address Type: [REDACTED]

Address Line 1: [REDACTED]

Address Line 2: [REDACTED]

City: [REDACTED]

State: [REDACTED]

Zip Code: [REDACTED]

Terms and Conditions

This is a confidential and secure site that does not disseminate confidential information to third parties. The effective date of the payment for Service Only filings is the date the filing is submitted. The effective date of the payment for Electronic Filings or Electronic Filings with Service is the date the filing is accepted by the Court. By selecting the Save Information button you are authorizing the processing of transactions to this account for File & Serve activity.

Back Save Information

17. Your credit or debit card will now show on the Payment Accounts screen. An active payment account can be used to pay e-filing fees.

Payment Accounts

+ Add Payment Account

Payment Account Name	Payment Account Type	Active	
Payment Account ([REDACTED])	Credit Card	Yes	Actions

Payment Account Type - eCheck

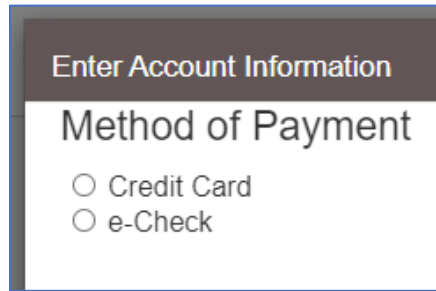
18. You may pay e-filing fees directly from a checking or savings account by selecting **eCheck**. Click **Enter Account Information**.

Payment Account Type

eCheck

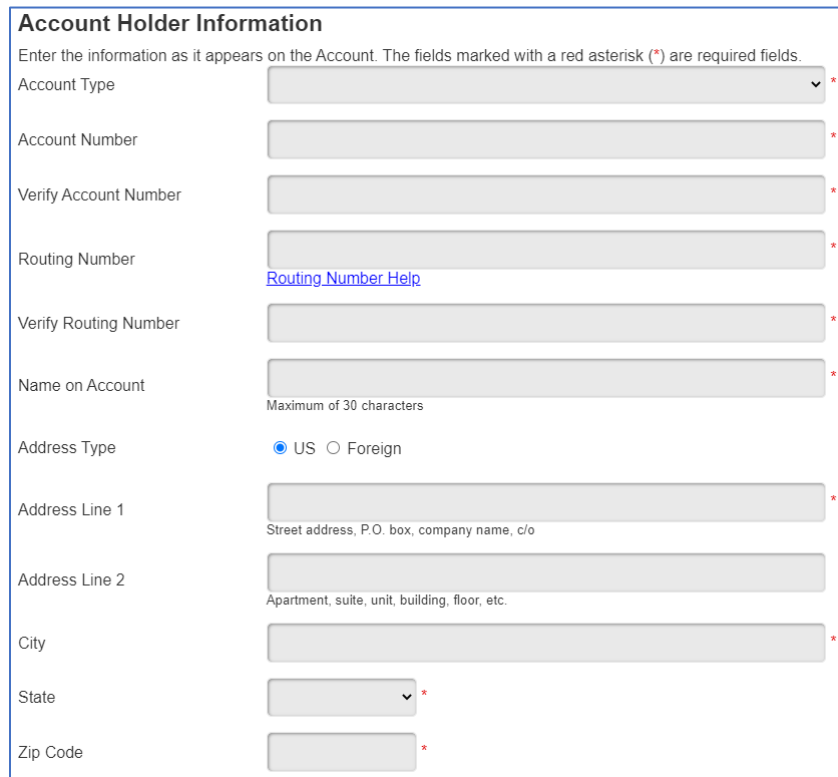
Enter Account Information

19. Click **e-Check** in the **Enter Account Information** popup.



The screenshot shows a dark grey header with the text "Enter Account Information". Below the header is a white box titled "Method of Payment". Inside this box, there are two radio button options: "Credit Card" and "e-Check".

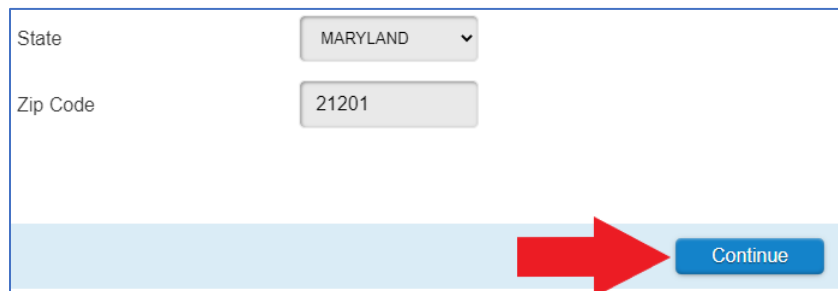
20. Enter your account information.



The screenshot shows a form titled "Account Holder Information". Below the title is a note: "Enter the information as it appears on the Account. The fields marked with a red asterisk (*) are required fields." The form contains the following fields:

- Account Type (dropdown menu, marked with a red asterisk)
- Account Number (text input, marked with a red asterisk)
- Verify Account Number (text input, marked with a red asterisk)
- Routing Number (text input, marked with a red asterisk, with a blue link "Routing Number Help" below it)
- Verify Routing Number (text input, marked with a red asterisk)
- Name on Account (text input, marked with a red asterisk, with a note "Maximum of 30 characters" below it)
- Address Type (radio buttons for "US" (selected) and "Foreign")
- Address Line 1 (text input, marked with a red asterisk, with a note "Street address, P.O. box, company name, c/o" below it)
- Address Line 2 (text input, marked with a red asterisk, with a note "Apartment, suite, unit, building, floor, etc." below it)
- City (text input, marked with a red asterisk)
- State (dropdown menu, marked with a red asterisk)
- Zip Code (text input, marked with a red asterisk)

21. Click **Continue** when you finish.



The screenshot shows a portion of the form with the "State" dropdown menu set to "MARYLAND" and the "Zip Code" text input containing "21201". At the bottom right of the form, there is a blue button labeled "Continue". A large red arrow points from the left towards the "Continue" button.

22. Confirm that you have entered all account information correctly. If you need to make changes, click **Back**. If everything is correct *and* you have read the Terms and Conditions, click **Save Information**.

Billing Detail

Account Type [REDACTED]

Account Number [REDACTED]

Routing Number [REDACTED]

Name on Account [REDACTED]

Address Type [REDACTED]

Address Line 1 [REDACTED]

Address Line 2 [REDACTED]

City [REDACTED]

State [REDACTED]

Zip Code [REDACTED]

Terms and Conditions

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Back
Save Information

23. Your eCheck account will show on the Payment Accounts screen. An active payment account can be used to pay e-filing fees.

Payment Accounts

+ Add Payment Account

Payment Account Name	Payment Account Type	Active	Actions
Payment Account	eCheck	Yes	⌵

Payment Account Type - Waiver

24. A waiver account is a type of payment account that allows you to e-file without entering payment information. You must file to waive the prepayment of e-filing fees and file your case. **Note:** If the judge denies your fee waiver request, you have ten (10) days to pay the fee. Learn more about waivers:

<https://www.mdcourts.gov/legalhelp/filingfeewaivers>.

Payment Account Type ?

Waiver

25. Enter a name for the waiver account. Choose **Waiver** from the Payment Account Type dropdown menu. Click **Save Changes**.

26. Your waiver account will appear on the Payment Accounts screen. An Active payment account can be used to pay e-filing fees.

Payment Accounts			
+ Add Payment Account			
Payment Account Name	Payment Account Type	Active	
Payment Account	Waiver	Yes	Actions ▾