

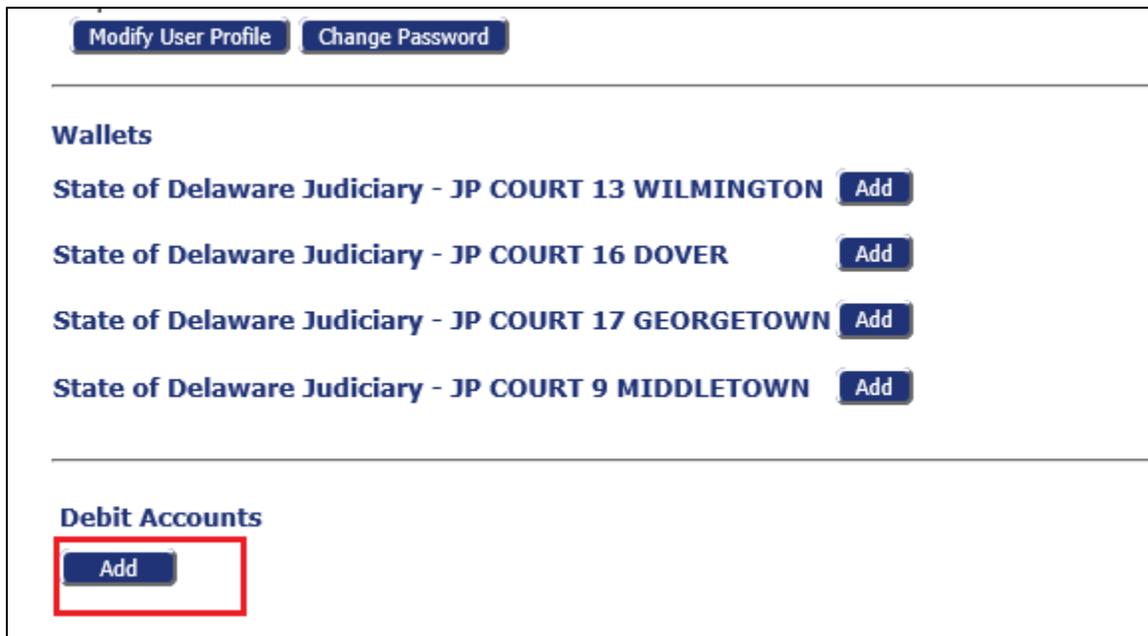
Module 27 – Add Court Debit Account to Your Profile

If you have established a Court Debit Account, (see Module 5, ‘Establishing a Court Debit Account’ for more information) you can add it to your eFlex profile so that you can use it during e-filing. To do this, hover your mouse over the ‘My Profile’ tab.

Select ‘My User Profile’ from the drop down list.



This brings you to the ‘User Profile’ Screen. It displays the information you entered when you requested a logon ID. Scroll to the bottom of the screen to the Debit Account section and click ‘Add’.



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Enter your assigned Court Debit Account Number and a description. Note: **DO NOT** use this space to enter bank Credit or Debit Card numbers. If you are paying for your filings with a bank Credit Card, see Module 5a for how to enter credit card information.

Click 'Submit' to save your changes or 'Cancel' to exit without saving.

State of Delaware Judiciary eFiling System TEST

Home eFile Cases My Profile Log Out user: Mary S. Flood

User Profile ⇒ Add Debit Account

Add Debit Account

Note: A debit account is an account you establish with the court. It is not a credit/debit card account.

| Debit Number | Description |
|--------------|---------------|
| 3455664 | Sometown APTS |

Cancel Submit

If you need to modify or delete an account, click the 'Modify' to change the description or click 'Delete' to remove the account.

Debit Accounts

| Debit Number | Description | Modify | Delete |
|--------------|---------------|--------|--------|
| 23456 | test | Modify | Delete |
| 3455664 | Sometown APTS | Modify | Delete |

Add