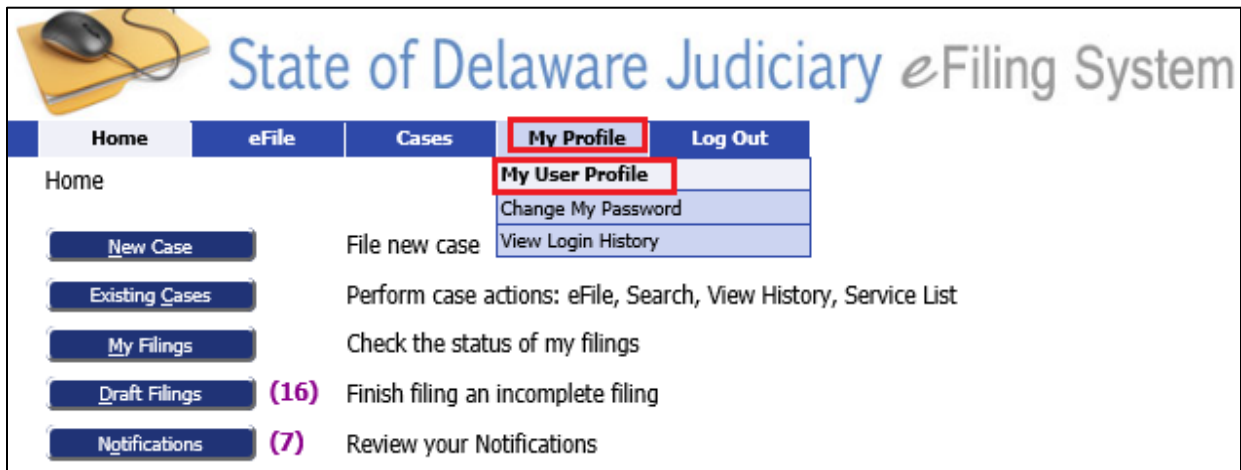


## Module 5a – Adding/Deleting a Credit Card On Your Account

You can pay for your e-filings with a credit card or a Court Debit Account. (Refer to Module 5 for information about establishing a Court Debit Account.) To use a credit card to pay for your filings you must first add the credit card information to your “Wallet” in your profile. The credit card information is saved securely in our credit card processor’s system (Govolutions). The Delaware Courts do not store your credit card information in our systems. You may store more than one credit card. Each time you file, you can select which credit card you would like to use from your ‘Wallet’ and Govolutions will validate the transaction for the Delaware Courts. You will no longer need to enter your credit card information each time you file. You will not be charged until the filing is accepted by the Court.

To add a credit card to your profile, click ‘My Profile’ in the menu bar and then select ‘My User Profile’.



The screenshot shows the State of Delaware Judiciary eFiling System interface. At the top, there is a navigation bar with the following items: Home, eFile, Cases, My Profile (highlighted with a red box), and Log Out. Below the navigation bar, the 'Home' section contains several buttons and links:


- New Case**: File new case
- Existing Cases**: Perform case actions: eFile, Search, View History, Service List
- My Filings**: Check the status of my filings
- Draft Filings** (16): Finish filing an incomplete filing
- Notifications** (7): Review your Notifications

The 'My Profile' dropdown menu is open, showing the following options:

- My User Profile** (highlighted with a red box)
- Change My Password
- View Login History

## Module 5a – Adding/Deleting a Credit Card On Your Account

This will bring you to the 'User Profile' page. Scroll to the 'Wallets' section. Click the 'Add' button.



**State of Delaware Judiciary**

Home eFile Cases My Profile Log Out

User Profile

### User Profile

**Kim Steele**

User Name: Steeleprose  
Organization: PRO SE/SELF REPRESENTED FILERS  
Bar/FA Number:  
Contexte Id: AOS1  
Phone: (302) 325  
Fax:  
Email: kim. @delaware.gov  
1st Alternate EMail:  
2nd Alternate EMail:  
Address: PRO SE E-FLEX  
JIC  
92 READ'S WAY  
NEW CASTLE, DE 19720  
US  
Role: Pro Se  
Date Approved: Not Available  
Expiration Date:  
Lockout Date:

Modify User Profile Change Password

### Wallets

State of Delaware Judiciary - JP COURTS Add

### Debit Accounts

Add

## Module 5a – Adding/Deleting a Credit Card On Your Account

This takes you to the Govolutions site where you can enter your credit card information. Fill out the requested information and click 'Continue'. Note: the last section that asks for a Payment Plan Start /End Date which indicates the time period you wish to allow the credit card to be available to be used. **You should leave the Payment Plan End Date blank or your filings will be rejected if they are processed by the court after the date you entered.** You won't be charged anything until you use the card in a filing.

The information you enter below will be saved by the Govolution Payment System and be used for future filings when you select credit card as a payment method.

The payment plan start/end dates indicate the time period this credit card information will be saved. The default start date is today. The end date is optional.

Required fields are highlighted with an asterisk.

Please enter the following information about your payment:

**Description:\***

---

Please enter the following information about your payment method:

**Cardholder's Name:\***

Cards Accepted:

**Card Number:\***

**Expiration Date:\*** MM  YYY

---

Billing Information:

**Address Line 1:\***

Address Line 2:

**Country:\***

**ZIP Code:\***

**City:**

**State:**

---

Please enter the following information about your payment plan

Payment Plan Start Date:

Payment Plan End Date:

**Leave Payment Plan End Date Blank**

Please check here to store the payment method for future use.

Payments secured and processed by

## Module 5a – Adding/Deleting a Credit Card On Your Account

Click 'Confirm' on the next screen to add the credit card or 'Modify' if you need to make corrections. 'Exit' will leave without saving your information.

ZIP Code: 19806

**Payment Plan Start Date:** 01/15/2021  
**Payment Plan End Date:**

---

Is this information correct?

Confirm Modify Exit

This will return you to your profile page. If you confirmed the credit card information, you will see the credit card listed. If you wish to add additional cards click 'Add' again.

**Wallets**

**State of Delaware Judiciary - JP COURT 13 WILMINGTON** Add

Item Description	Action
Somewhere Apts	Delete

**State of Delaware Judiciary - JP COURT 16 DOVER** Add

Item Description	Action
4111 2036	Delete

**State of Delaware Judiciary - JP COURT 17 GEORGETOWN** Add

**State of Delaware Judiciary - JP COURT 9 MIDDLETOWN** Add

Note: once a card has been added, you can't modify the credit card information (eg update your address or expiration date). You will need to click 'Delete' to delete the card and readd it with the updated information.

Also remember, if you have an employee who has added a company card to their profile and they leave your company, you should request they delete the credit card from their wallet before they leave your company. If it is not removed, they could continue to use the card for filings if they moved to a different company.

## Module 5a – Adding/Deleting a Credit Card On Your Account

When you are submitting a filing, the last screen - 'Review and Submit Filing' will list all of the payment options you have set up. You can click the radio button to select the 'Wallet' item (credit card) you want to use or Debit account if you have any set up.

State of Delaware Judiciary eFiling System **TEST**

Home eFile Cases My Profile Log Out

Home ⇒ Draft Filings ⇒ Add a Document ⇒ Review and Submit Filing

### Review and Submit Filing

**Case Type : JP LANDLORD TENANT**

Filer Reference #

Estimated Fees: \$48.75

Fee Description	Amount
LANDLORD TENANT	\$45.00
E-FILING DOCUMENT FEE	\$3.75

**Wallet Item: Somewhere Apts**

Debit Account: test - 510378411: Current Balance - \$5,952.50

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

Debit Number:  Description:

State Agency : State Agency Exempt From Court Filing Fees.

Fee Waiver : In Forma Pauperis Application Must be Attached to Submission for Waiver to be Considered.

Generated Case Data:

## Module 5a – Adding/Deleting a Credit Card On Your Account

If you get to the “Review and Submit Filing” page and have not previously set up a credit card in your “Wallet”, you can add the credit card to your wallet from the ‘Review and Submit Filing’ page by clicking ‘Add Wallet Item’. This will take you to the Govolutions page discussed above where you can enter your credit card information and save it. It will then be saved to your profile for future use.

State of Delaware Judiciary eFiling System **TEST**

Home eFile Cases My Profile Log Out

Home >> Case Type >> Case Initiation >> Add a Document >> Review and Submit Filing

### Review and Submit Filing

Case Type : JP LANDLORD TENANT

Filer Reference #

Estimated Fees: \$46.25

Fee Description	Amount
LANDLORD TENANT	\$45.00
E-FILING DOCUMENT FEE	\$1.25

**Add Wallet Item**

Debit Account: test - 510378411: Current Balance - \$5,952.50

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

Debit Number:  Description:

State Agency : State Agency Exempt From Court Filing Fees.

Fee Waiver : In Forma Pauperis Application Must be Attached to Submission for Waiver to be Considered.

Generated Case Data: **Change Case Data**

[View Data](#)