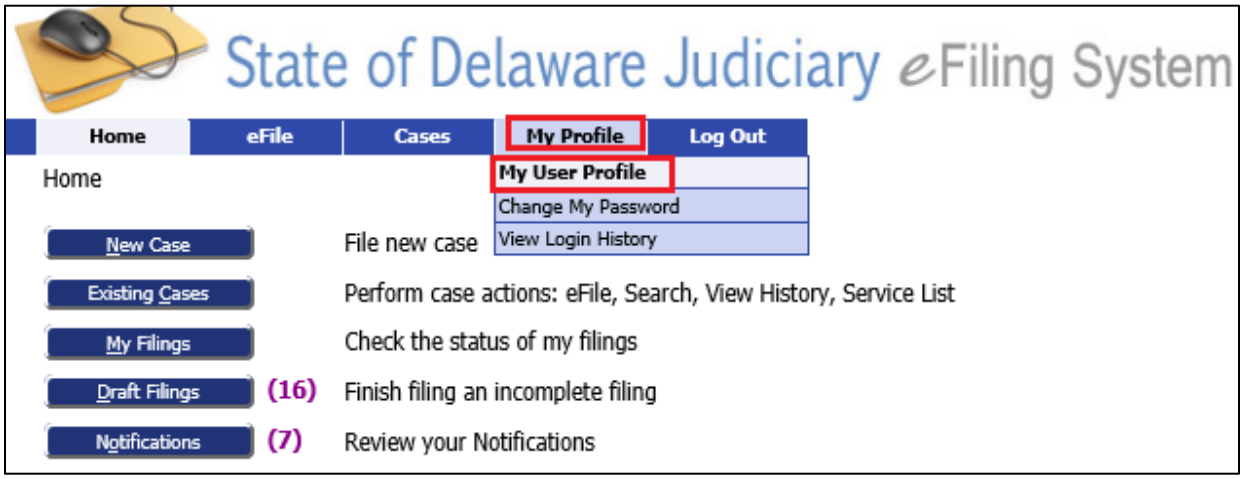
Module 5a – Adding/Deleting a Credit Card On Your Account

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'.

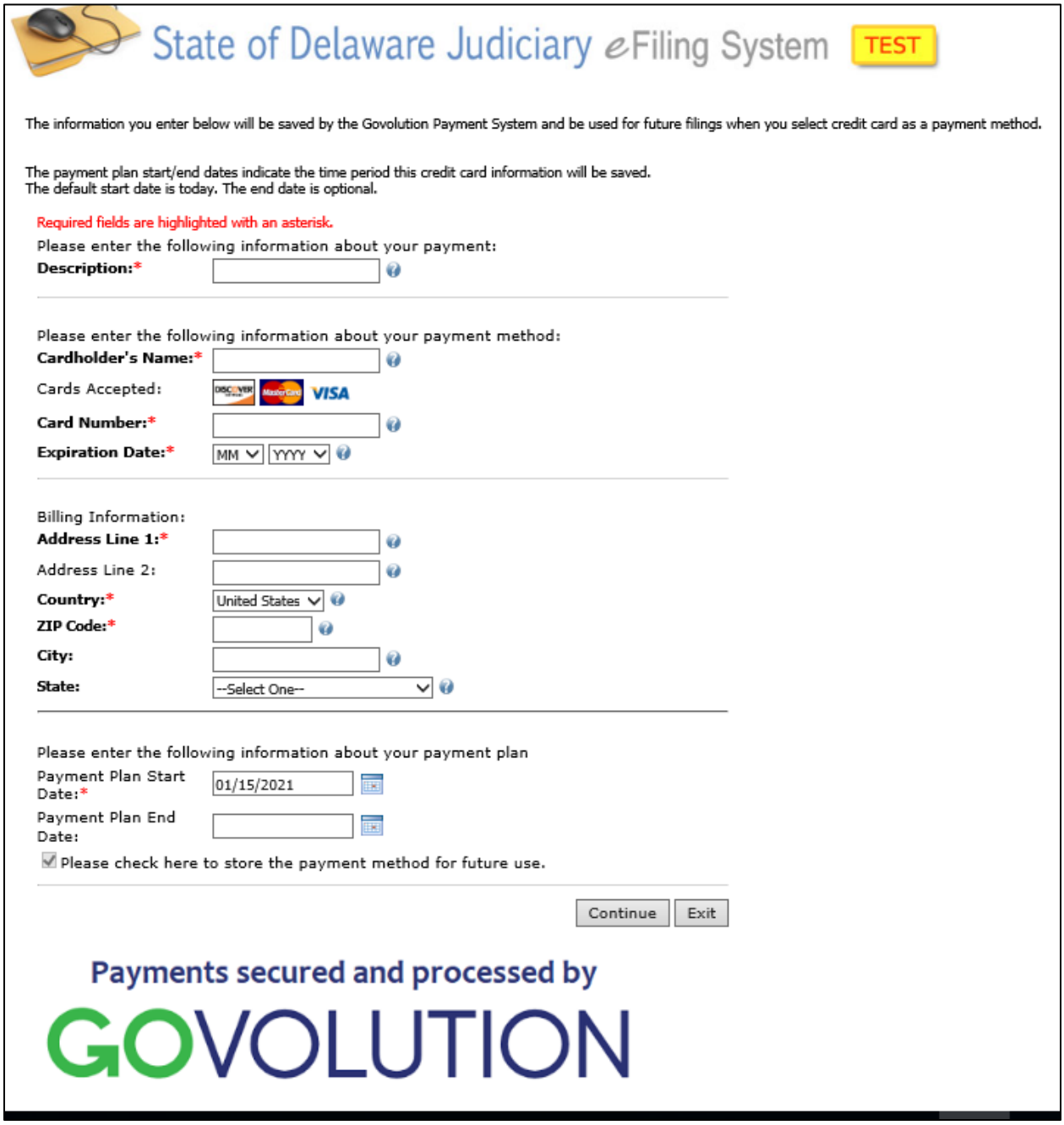


Module 5a – Adding/Deleting a Credit Card On Your Account

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

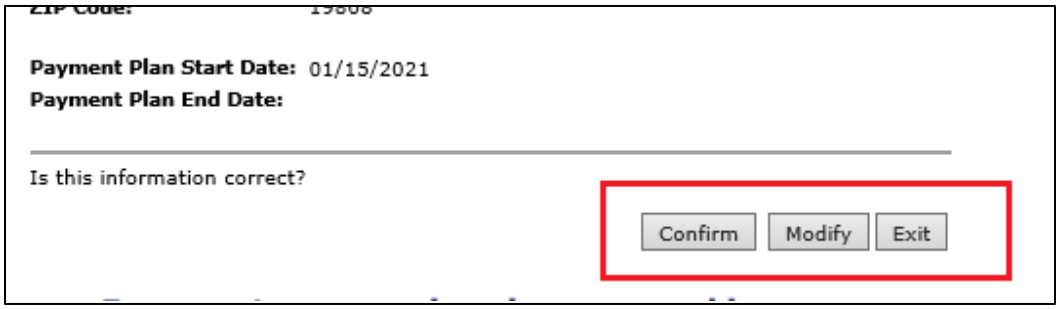
Module 5a – Adding/Deleting a Credit Card On Your Account

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 section that asks for a Payment Plan Start Date and End Date indicates the time period you wish to allow the credit card to be used. You can leave the end date blank if you want to leave it open ended. You won't be charged anything until you use the card in a filing.

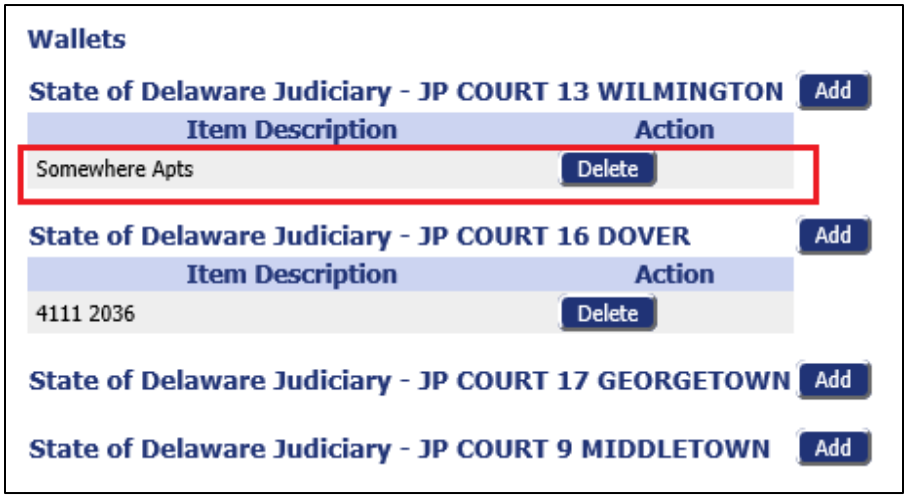


Module 5a – Adding/Deleting a Credit Card On Your Account

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.



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.

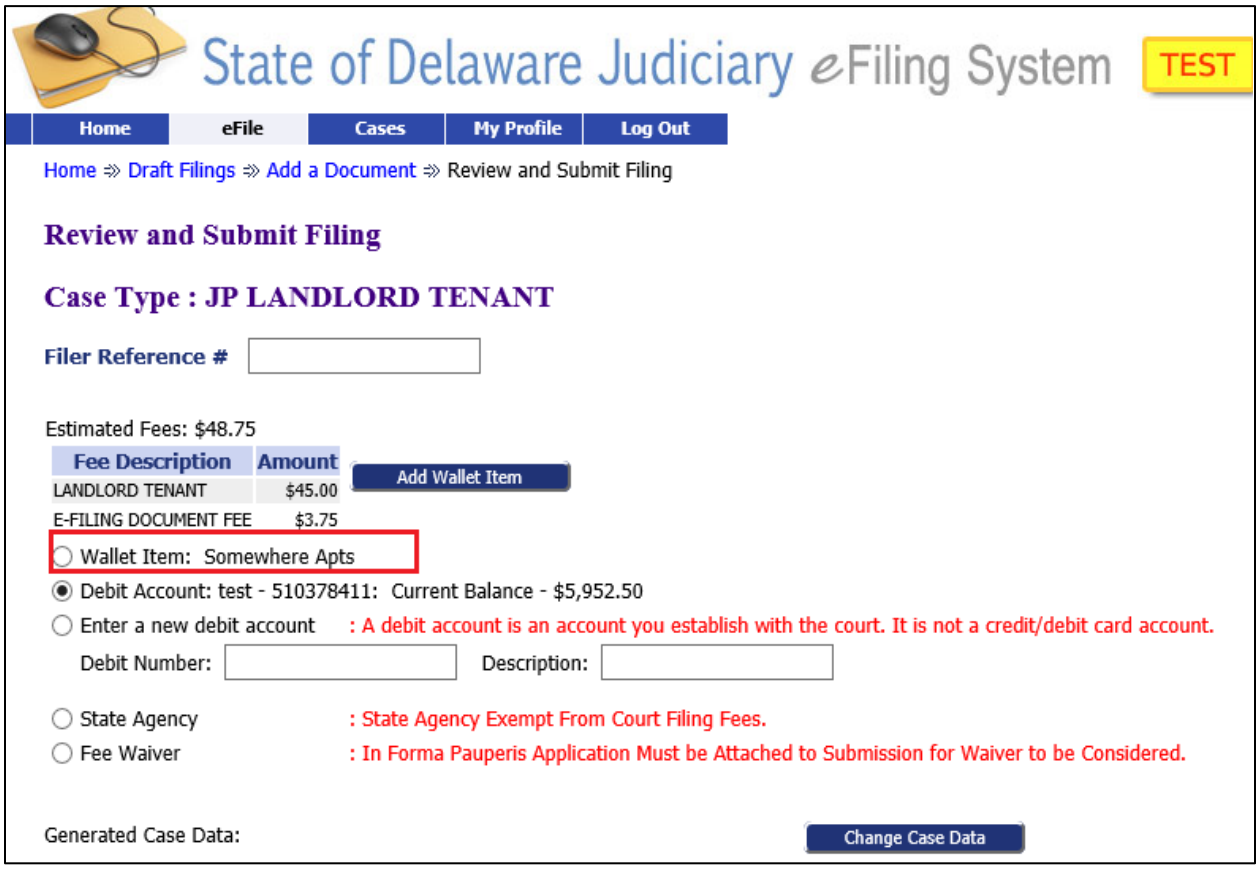


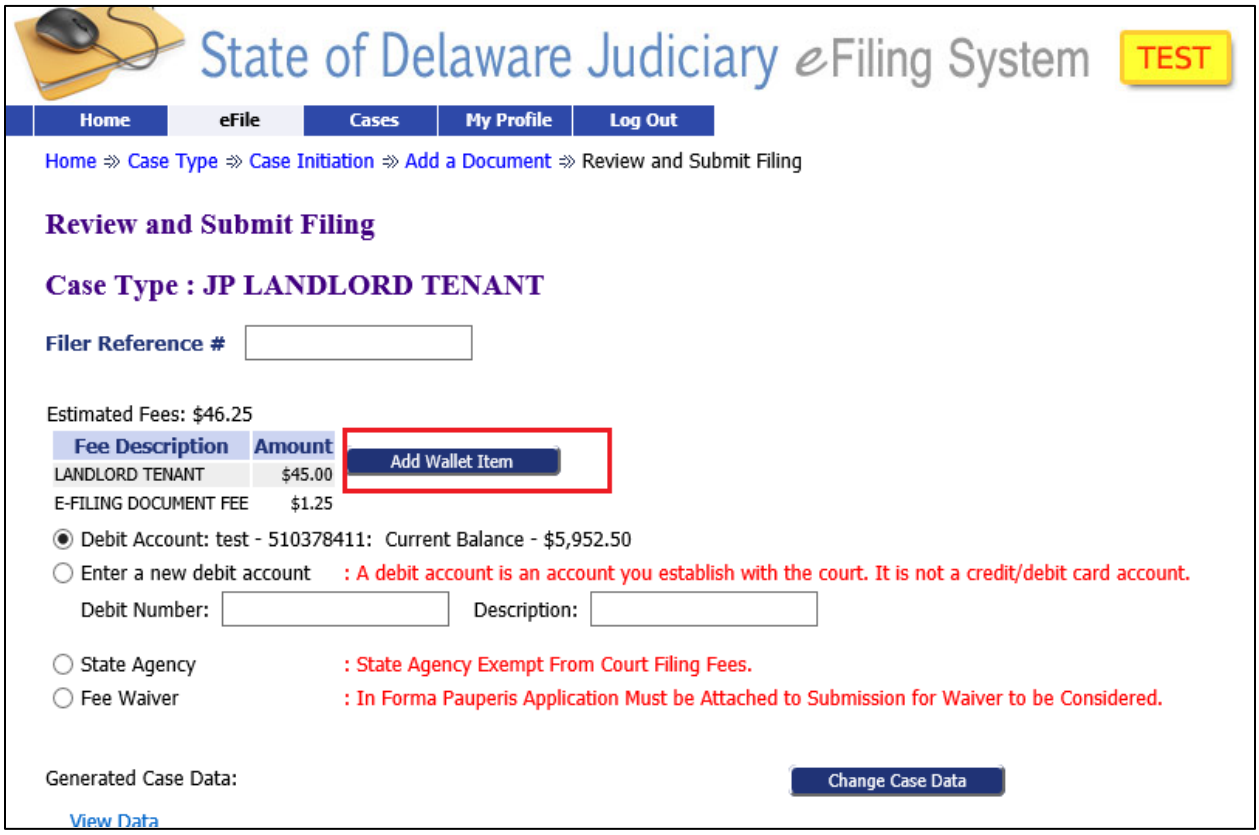
Note: once a card has been added, you can't modify the credit card information (eg update your address or expiration date). You will need to click 'Delete' to delete the card and readd it with the updated information.

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.



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.