

Add Payment Account in Odyssey eFileIL

You **MUST** have a payment account added before you will be able to submit your e-Filing.

You may choose to either add a **CREDIT CARD** or **eCHECK** or both.
For **Credit Card** payments start with #1; for **eCheck** payments skip to #17.

1. Visit: <https://illinois.tylerhost.net/ofswb>





Court Information

Welcome to the Illinois eFiling site...

Counties going live soon...

1st Appellate District, 2nd Appellate District, 3rd Appellate District, 4th Appellate District, 5th Appellate District, Adams, Alexander, Carroll, Champaign, Christian, Coles, Cumberland, Effingham, Gallatin, Greene, Hamilton, Hardin, Iroquois, Jersey, Jo Daviess, Kankakee, LaSalle, Livingston, Morgan, Pike, Saline, Stephenson, Supreme Court, Vermillion, Washington Wavne White Williamson

Actions

 Sign In  Register

Self Help

[Need Help?](#)

[FAQs](#)

[Web Training Sessions](#)

2. Click "Sign In"





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3. Sign In


Please sign in to continue

User ID
mgmensing3@icloud.com

Password
.....

Sign In

[Forgot Password?](#)




4. "Add Payment Account"

Efile Wizard & Resources

REMINDER!
You need to add a Payment Account!
Click below for guidance.

Add Payment Account [Remind me later](#)



5. Click "Actions"

Actions

Filer Dashboard

My Filing Activity

Pending	
Accepted	
Returned	1
Drafts	4
Served	


[View All](#)

New Filing

Start a New Case [Use a Template](#)

File into Existing Case

[Need help getting started?](#)



6. Highlight "Payment Accounts"

The screenshot shows the 'Filer Dashboard' interface. On the right side, there is a navigation menu with a home icon and an 'Actions' dropdown. The 'Actions' dropdown is open, showing a list of options: Dashboard, Start a New Case, File Into Existing Case, Filing History, Templates, Service Contacts, Bookmarks, Reports, Contact Information, **Payment Accounts** (highlighted with a red arrow), and Help. The main dashboard area is divided into two sections: 'My Filing Activity' and 'New Filing'. 'My Filing Activity' shows a list of statuses: Pending, Accepted, Returned (1), Drafts (4), and Served, with a 'View All' link at the bottom. 'New Filing' contains buttons for 'Start a New Case' and 'Use a Template', a 'File into Existing Case' button, and a link for 'Need help getting started?'.

7. Click "Add Payment Account"

The screenshot shows the 'Payment Accounts' page. At the top, there is a header with a home icon and an 'Actions' dropdown. Below the header, there is a light blue bar containing a button with a plus icon and the text 'Add Payment Account', which is highlighted with a red arrow. Below this bar is a table with the following columns: 'Payment Account Name', 'Payment Account Type', 'Active', and 'Actions'. The table contains one row with the following data: 'Waiver', 'Waiver', 'Yes', and an 'Actions' dropdown. At the bottom of the page, there is a pagination bar showing '1' in a blue box, indicating the current page number, and '1 - 1 of 1 items' on the right side.

To add a Credit Card for Payment Account follow the steps below:

8. Enter name of your Payment Account

The screenshot shows the 'Payment Accounts' interface. At the top right, there are icons for home and 'Actions'. Below the title bar, there is a '+ Add Payment Account' button. A table lists the existing payment accounts:

Payment Account Name	Payment Account Type	Active	Actions
Waiver	Waiver	Yes	Actions

Below the table, there is a pagination control showing '1' and '1 - 1 of 1 items'. The form below the table has two fields:

- Payment Account Name:** A text input field containing 'Credit Card'. A red arrow points to this field.
- Payment Account Type:** A dropdown menu with the text 'Click to select Payment Account Type'. A red arrow points to this dropdown.

9. Highlight "Credit Card" from the dropdown menu

This screenshot shows the 'Payment Account Type' dropdown menu open. The dropdown list contains the following options:

- Click to select Payment Account Type
- Credit Card (highlighted with a dark background)
- eCheck
- Waiver

Red arrows point to the dropdown menu and the 'Credit Card' option. At the bottom right of the form, there are 'Undo' and 'Save Changes' buttons.

10. Click "Enter Account Information"

This screenshot shows the 'Payment Account' form with the 'Payment Account Type' dropdown menu closed. The dropdown now displays 'Credit Card'. A blue button labeled 'Enter Account Information' is visible to the right of the dropdown. A red arrow points to this button. At the bottom right, there are 'Undo' and 'Save Changes' buttons.

14. "Billing Detail" information will appear

Enter Account Information

Billing Detail

Card Type	VISA
Card Number	██████████
Exp Date	01/20
CVV Code	***
Name on Card	██████████
Address Type	US
Address Line 1	██████████
Address Line 2	
City	Breese
State	IL
Zip Code	62230



15. Click "Save Information" at the bottom of the screen

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



16. Payment Account will appear as "Active"

Payment Accounts

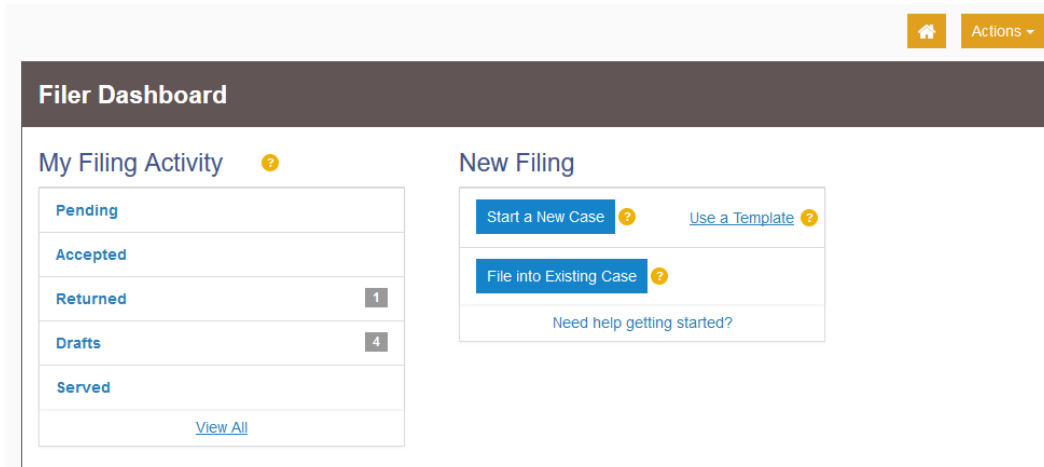
+ Add Payment Account

Payment Account Name	Payment Account Type	Active	Actions
Credit Card ██████████	Credit Card	Yes	Actions ▾
Waiver	Waiver	Yes	Actions ▾

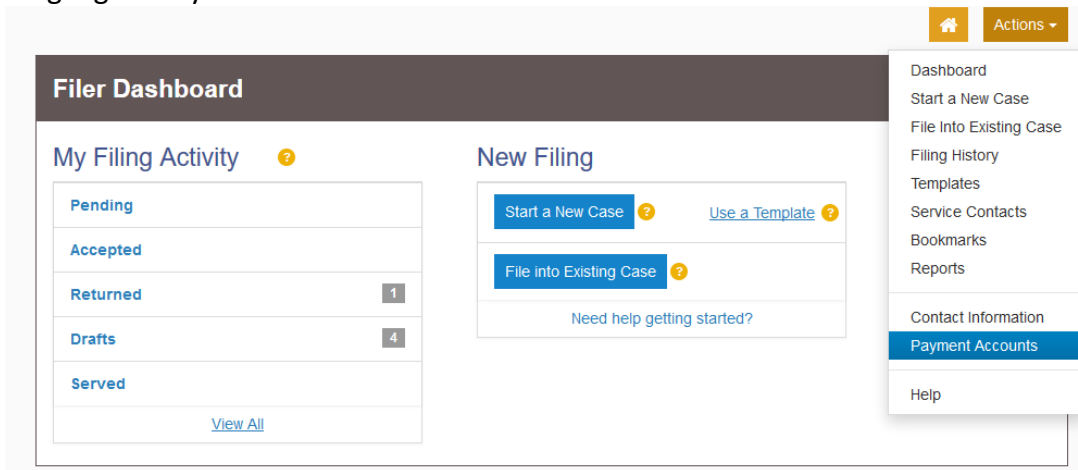


To add an eCheck for Payment Account follow the steps below:

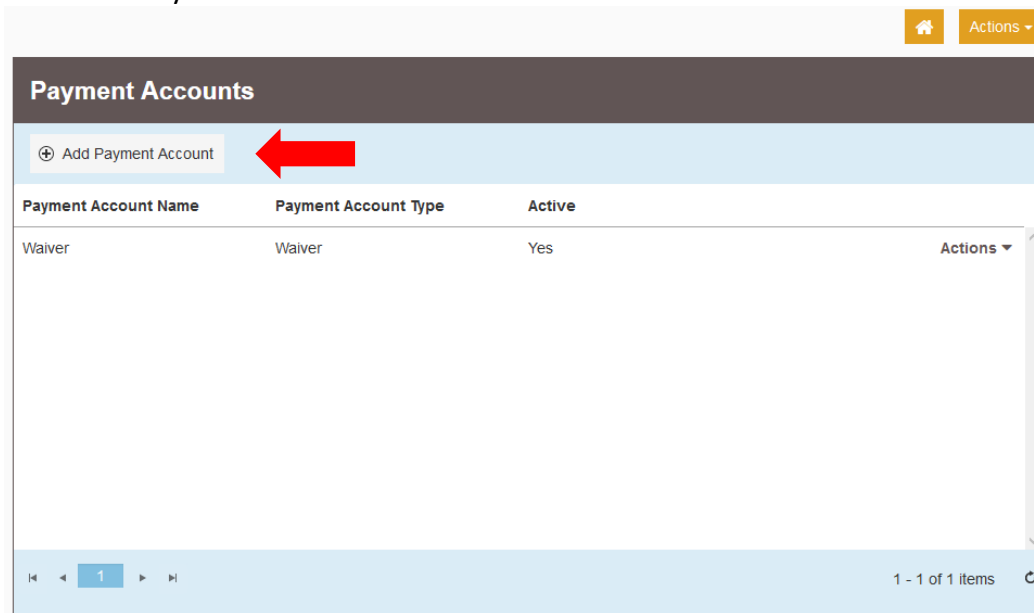
17. Click "Actions"



18. Highlight "Payment Accounts"



19. Click "Add Payment Account"



20. Enter name of your "Payment Account Name"

The screenshot shows the 'Payment Accounts' interface. At the top right, there are navigation icons for home and actions. Below the title 'Payment Accounts', there is a button to 'Add Payment Account'. A table lists existing accounts with columns for 'Payment Account Name', 'Payment Account Type', and 'Active'. Below the table, there is a form for adding a new account. The 'Payment Account Name' field is highlighted in yellow and contains the text 'Checking'. A red arrow points to this field. The 'Payment Account Type' field is a dropdown menu with the text 'Click to select Payment Account Type'. At the bottom right of the form, there are 'Undo' and 'Save Changes' buttons.

Payment Account Name	Payment Account Type	Active	Actions
Waiver	Waiver	Yes	

Payment Account Name:

Payment Account Type:

Undo Save Changes

21. Highlight "eCheck" from the dropdown menu

This screenshot shows the 'Payment Account Name' field with 'Checking' entered. The 'Payment Account Type' dropdown menu is open, showing a search bar and a list of options: 'Click to select Payment Account Type', 'Credit Card', 'eCheck', and 'Waiver'. The 'eCheck' option is highlighted in dark grey. Two red arrows point to the dropdown menu and the 'eCheck' option. The 'Undo' and 'Save Changes' buttons are visible at the bottom right.

Payment Account Name:

Payment Account Type:

- Click to select Payment Account Type
- Credit Card
- eCheck**
- Waiver

Undo Save Changes

22. Click "Enter Account Information"

Payment Account Name

Checking

Payment Account Type

eCheck

Enter Account Information

Undo Save Changes

23. Click the circle for "eCheck"

Enter Account Information

Method of Payment

Credit Card

e-Check

24. Enter all "Account Information"

Enter Account Information

Method of Payment

Credit Card

e-Check

Account Holder Information

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

Account Type *

Account Number *

Routing Number *

[Routing Number Help](#)

Name on Account *

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 *

25. "Billing Detail" information will appear and show your information for the eCheck

Enter Account Information

Billing Detail

Card Type	VISA
Card Number	██████████
Exp Date	01/20
CVV Code	***
Name on Card	██████████
Address Type	US
Address Line 1	██████████
Address Line 2	
City	Breese
State	IL
Zip Code	62230

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26. Click "Save Information" at the bottom of the screen

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Back Save Information



27. eCheck will appear in your Payment Account(s) and appear as "Active"

Payment Accounts

+ Add Payment Account

Payment Account Name	Payment Account Type	Active	Actions
Credit Card ██████████	Credit Card	Yes	Actions ▾
Waiver	Waiver	Yes	Actions ▾

