



Self-Represented Litigants

How to E-file in i2File Step 5: Add a Payment Account



E-filing Steps

- 1 • Prepare Documents
- 2 • Register
- 3 • Sign In
- 4 • Create New Password
- 5 • Add Payment Account**
- 6 • Case Information
- 7 • Party Information
- 8 • Upload Filings
- 9 • Pay Fees
- 10 • Review Summary / Submit



Add a payment account

Before you can e-file your court documents, you must add a payment account. If there is a filing fee due, it must be paid at the time of e-filing. **If you cannot afford the filing fee**, you still have to follow the steps to create a payment account, but can select "Waiver." This does not mean your waiver will be approved, and you may have to create another payment account and pay filing fees if the waiver is denied.

i If you can afford to pay your filing fee, you must have a credit card or a checking account to pay online. If you do not have a credit card or checking account, one option is to buy a pre-paid debit card from most major stores such as Walgreens, Walmart, or Target. If you want to pay in cash, you would need to inquire with your local court to find out if they accept cash payments and what their process is for paying the filing fee in person.

➔ Click Payment Accounts under Actions

1. After you successfully login you will see this Dashboard with a navigation pane located on the left side. Click **Payment Information**.

The screenshot shows the i2File dashboard. On the left is a dark blue navigation pane with the i2File logo at the top. Below the logo are several menu items: Workspace, Dashboard, Submit Filing, Filings, Request Document, Service Contacts, Search Cases, and Payment Information (which is highlighted with a red box). The main content area has three colored buttons at the top: 'File Document on a New Case' (blue), 'File Document on an Existing Case' (green), and 'Request Document' (red). Below these buttons is a section titled 'Recent Submission(s) in eFileL Active Courts from I2File' with a red warning line: 'This will not display your filings in DeKalb, DuPage, Kendall, McHenry and Winnebago counties or Law Firm Renewal for Supreme Court'. There are three white cards below this section: 'Accepted' with a green checkmark icon, 'Under Review' with an orange clock icon, and 'Rejected' with a red 'X' icon. Each card has 'No Records found' centered below it.

2. Under Payment Information click **Payment Accounts**.

This is a close-up of the bottom part of the navigation pane. It shows the i2File logo and tagline at the top. Below are three menu items: 'Workspace' with a grid icon, 'Payment Information' with a dollar sign icon, and 'Payment Accounts' with a document icon and a red box around it.

3. Click **Add Payment Account**.

Payment Accounts

Payment Account Name	Payment Account Type	Active	Action
No records found			

- Enter a name for the account payment. You may name it anything. This name is just so you can identify the payment account. This is the name that will appear in the drop down menu when you are selecting the payment account to use, so make sure the name you select is descriptive enough.

Payment Account Name*	Payment Account Type*
<input type="text" value="Your Payment Account Name"/>	<input type="text" value="Select"/>

- Select how you want to pay. The options are: **Waiver**, **eCheck**, **Credit Card**, or **Gov. Agency Filing**.
 - Waiver means that you are requesting the court to waive your filing fees because you cannot afford the fees OR that you want to pay in cash.
 - eCheck means direct payment from a checking or savings bank account.
 - Credit Card also includes prepay debit cards.
 - Gov. Agency Filing option will not apply to a self-represented litigant.

Payment Account Name	Payment Account Type	Active	Action
No records found			

Payment Account Name*	Payment Account Type*
<input type="text" value="Your Payment Account Name"/>	<input checked="" type="checkbox"/> Select <input type="checkbox"/> Waiver <input type="checkbox"/> eCheck <input type="checkbox"/> Credit Card <input type="checkbox"/> Gov. Agency Filing

See the following pages for detailed information about each payment account type.

➔ Fee waiver or Cash

- If you are going to file a fee waiver or want to pay in cash (and you've confirmed your local court accepts cash payments) choose **Waiver** in the drop down menu and create a **Payment Account Name**. This name is just so you can identify the payment account.

Payment Account Name*	Payment Account Type*
<input type="text" value="Waiver Fees"/>	<input type="text" value="Waiver"/>
<input checked="" type="checkbox"/> Active	
<input type="button" value="CANCEL"/> <input type="button" value="SAVE"/>	

- Click **Save**.

Need Help? Contact i2File's Filer Support at support@i2file.net

- If you successfully chose Waiver, "Waiver" will be listed in the box and the word "Yes" will be listed under active.

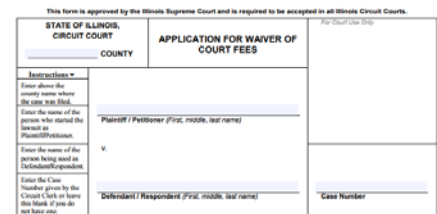
Payment Accounts

Payment Account Name ⌵	Payment Account Type ⌵	Active ⌵	Action
Waiver Example	Waiver	Yes	

Important note about the Waiver payment account

Fee Waiver Applications

- Selecting the Waiver Payment Account does NOT mean you will get your fees waived.
- If you are asking the court to waive your fees for the first time in this case, you must upload an *Application for Wavier of Court Fees* as a Lead Document. A judge will review your application and may require you to appear in court. You will receive an order either granting or denying your application. If your application is denied, you will need to create another payment account and pay your filing fees. If you do not upload the *Application*, your filing may be rejected.



An *Application for Wavier of Court Fees* can be found under Fee Waiver for trial/circuit courts or under Appellate for appellate courts: <http://illinoiscourts.gov/Forms/approved/default.asp>. For more information about how to upload the Application as a Lead Document, see *How to E-File in i2File Step 8 Upload Your Documents in the Filings Section*.



- If the court already approved your *Application* in this case, you do NOT need to submit another application, but you MUST upload a copy of the signed *Fee Waiver Order* when you submit your court filing. You still select "Waiver" as your payment account.

Cash

- Selecting the Waiver Payment Account does NOT mean you are allowed to pay in cash. You must contact your local court BEFORE e-filing to find out if they accept cash payments. If they do not, you CANNOT use the Waiver Payment Account for the purpose of cash payments and your filing may be rejected. Some courts may also require that you e-file in person at the courthouse to be able to use the Waiver payment account for cash payments.



You may now e-file your court documents with an application for fee waiver or cash payment.

Need Help? Contact i2File's Filer Support at support@i2file.net

➤ eCheck (bank account)

1. To pay using your bank routing and account number, choose **eCheck** in the drop down menu and create a Payment Account Name. This name is just for you to know which account you entered.

Payment Account Name*	Payment Account Type*
<input type="text" value="eCheck Example"/>	<input type="text" value="eCheck"/>

ENTER BANK INFORMATION

2. Click **Enter Bank Information**.
3. You will be directed to a page that will look like this. Click the Method of Payment option **eCheck**.

Payment Information

Method of Payment

Credit Card

e-Check

4. Under **Account Type**, select whether you want to pay from your **checking** or **savings** account.

Payment 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

[Continue](#)

5. Enter that account information including account number and routing number. Click **Continue**.



If you need help finding your account or routing numbers on your check, click **Routing Number Help** next to the Routing Number box.

Need Help? Contact i2File's Filer Support at support@i2file.net

- Review your checking or savings information, read the Terms and Conditions, and click **Save Information**.

Verify Billing Information

Billing Detail	Account Type Account Number Routing Number Name on Account Address Type Address Line 1 Address Line 2 City State Zip Code
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.	
<input type="button" value="Back"/> <input type="button" value="Save Information"/>	

- If approved, the type of payment will be listed in the box and the word "Yes" will be listed under active.

Payment Accounts

Payment Account Name	Payment Account Type	Active	Action
eCheck Example	eCheck	Yes	



You may now e-file your court documents and pay with an eCheck.

➔ Credit card or prepay debit card

1. To use a credit card or prepay debit card, choose **Credit Card** in the drop down menu and create a Payment Account Name. This name is just for you to know which card you entered.

Payment Accounts

Payment Account Name ↕	Payment Account Type ↕	Active ↕	Action
No records found			

« 1 » 10 ↕

ADD PAYMENT ACCOUNT

Payment Account Name*

Payment Account Type* Credit Card

ENTER CREDIT CARD INFORMATION

2. Click **Enter Credit Card Information**.
3. You will be directed to a page that will look like this. Click the Method of Payment option **Credit Card**.

Payment Information

Method of Payment

Credit Card

e-Check

Payment Information

4. Enter your credit card or prepay debit card information and click **Continue**.

Method of Payment

Credit Card
 e-Check

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 * Exp Year *

CVV Code * [CVV Help](#)

Name on Card *

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 *

Continue



The card must be Discover, Master Card, or Visa. If you want to use American Express, please check <http://efile.illinoiscourts.gov/active-courts.htm#legend> to see if your Location accepts it.

Need Help? Contact i2File's Filer Support at support@i2file.net


- Review your card information, read the Terms and Conditions, and click **Save Information**.

Verify Billing Information

<p>Billing Detail</p>	<p>Card Type Card Number Exp Date CVV Code Name on Card Address Type Address Line 1 Address Line 2 City State Zip Code</p>
<p>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.</p>	

- If approved, the payment account will be listed in the box and the word "Yes" will be listed under active.

Payment Accounts

Payment Account Name ⌵	Payment Account Type ⌵	Active ⌵	Action
Example	Credit Card	Yes	

ADD PAYMENT ACCOUNT



You may now e-file your court documents and pay with a credit card.