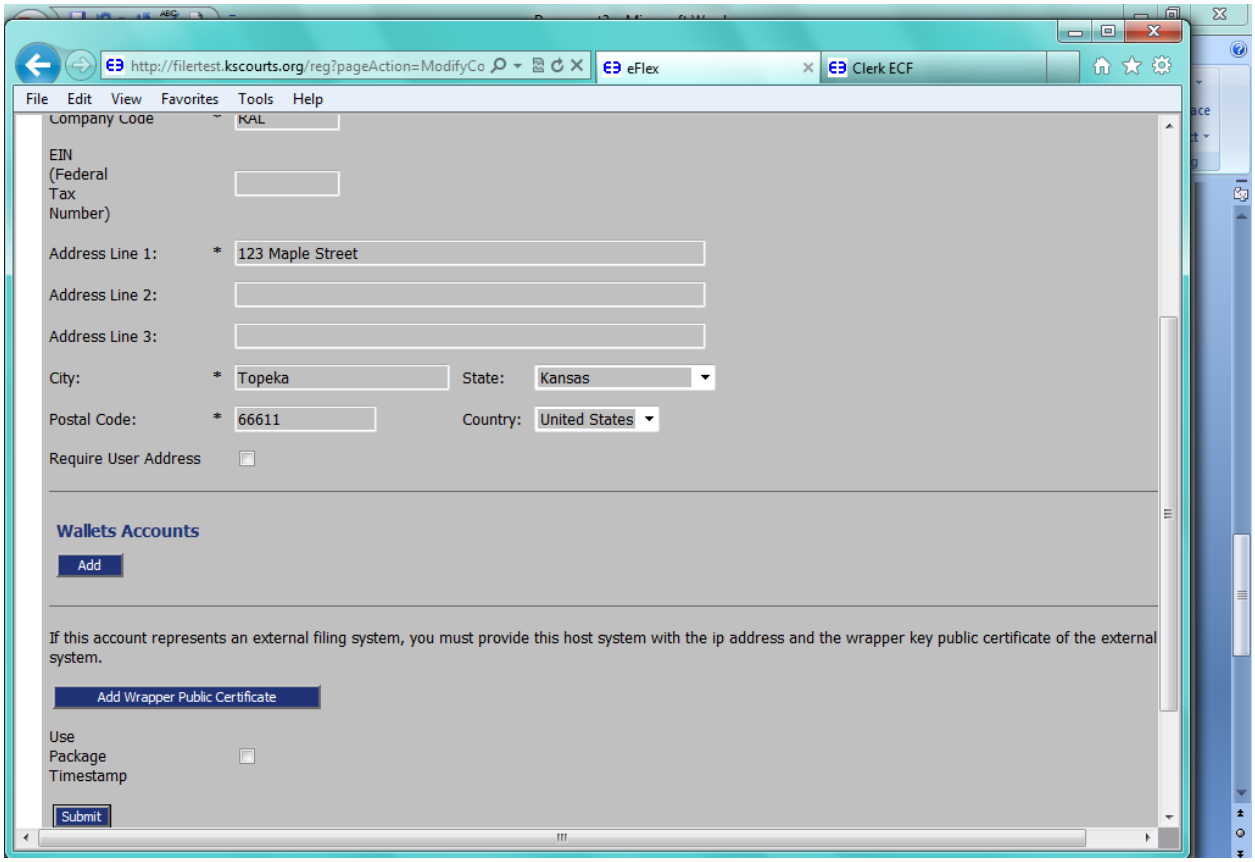
Creating Citepay Wallet Accounts for District Court Fees

Attorney/Financial Administrator

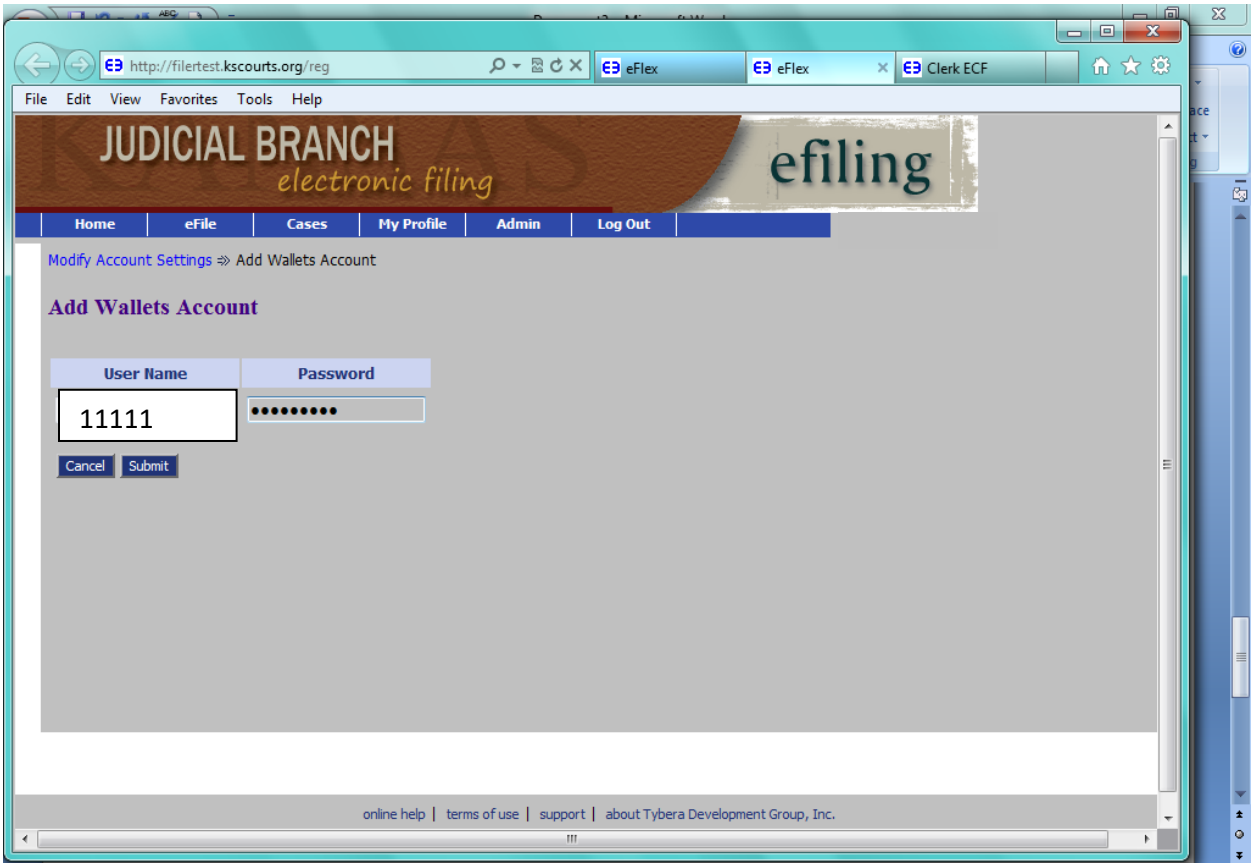
All attorneys in a firm can have access to the one payment account. The payment account must be configured by the user who has the eFiling role of Attorney/Financial Administrator for the firm. There must be at least one attorney/financial administrator for each Organization.

Each law firm **MUST** have one user account that has a role of Attorney/Financial Administrator. This user will have the ability to set up Citepay wallet accounts for the firm and to assign which users within the firm have access to which Citepay wallet accounts. Wallet accounts are the only means of paying court fees for district court filings incurring a fee when a fee waiver is not appropriate. Without a payment method, filings incurring court fees cannot be submitted to district courts.

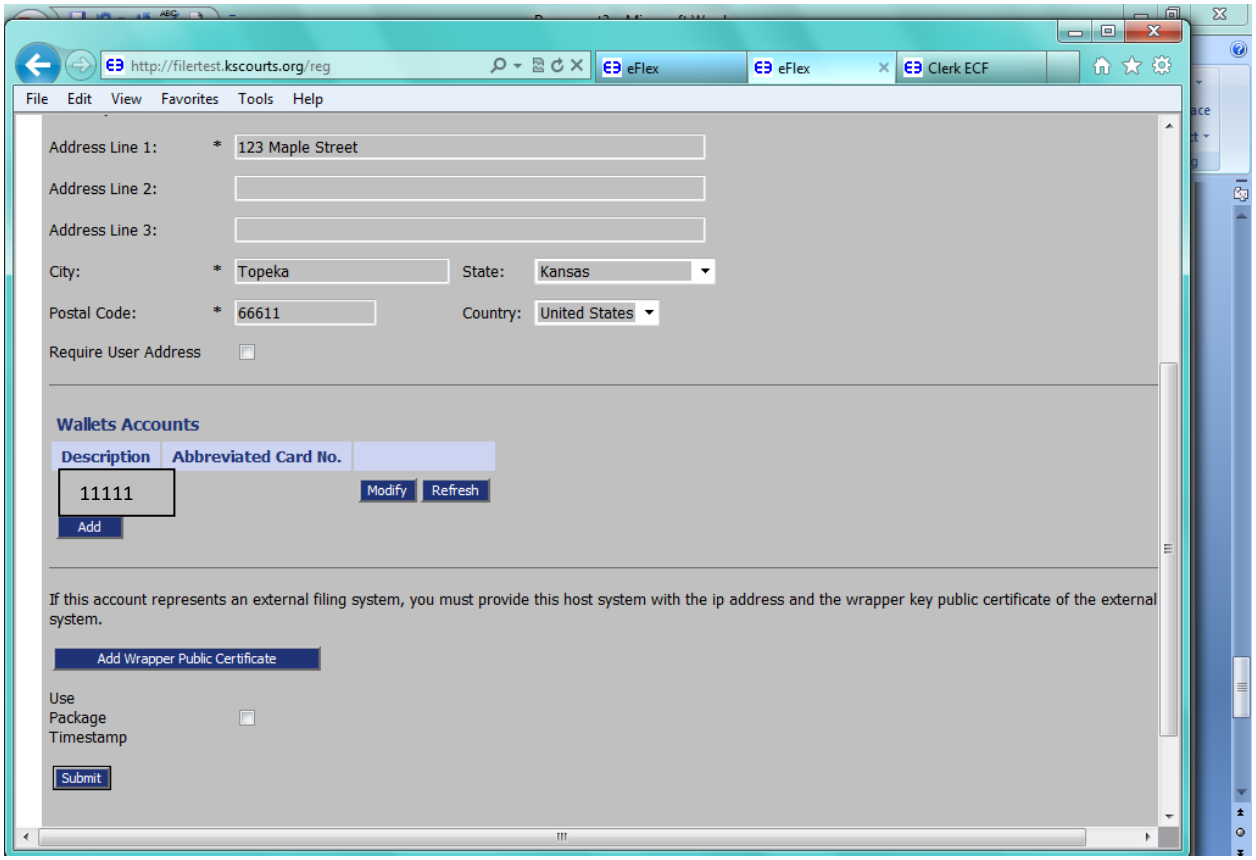
When signed in as the attorney, go to Admin, Account Settings to find the Wallet to be set up for this organization.



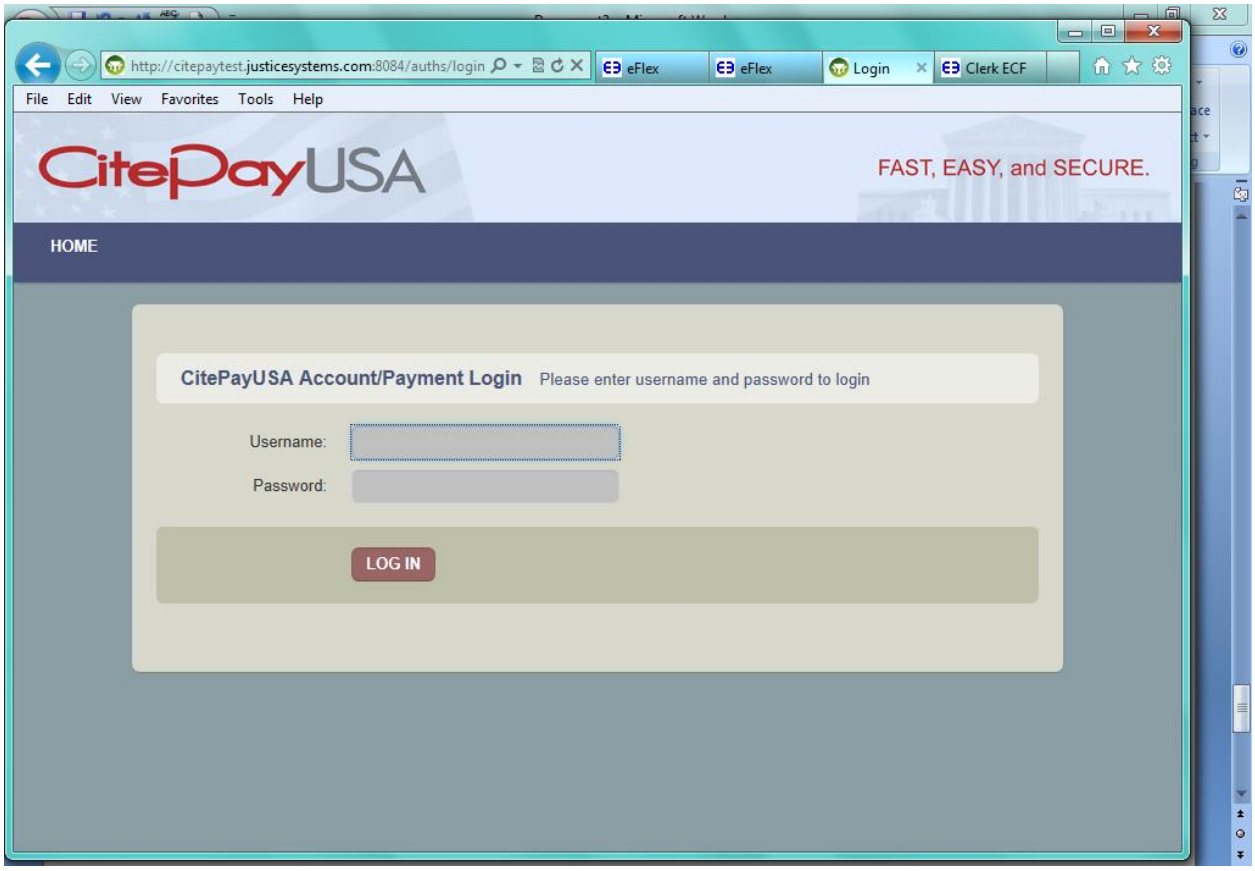
After selecting “ADD” this screen will appear asking for the User Name and password. Select Submit.



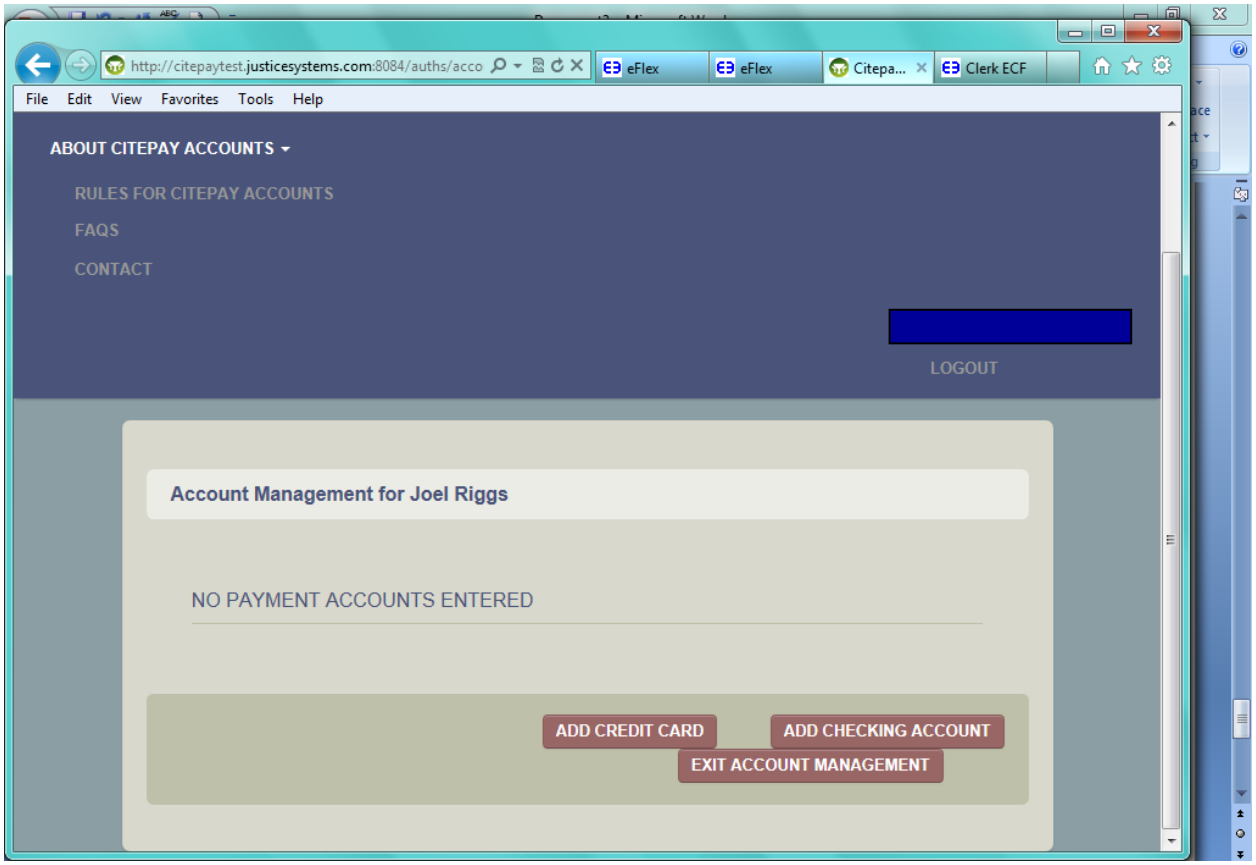
You will then see the User Name. Select Modify. If you select Add, you will add additional accounts, not additional users.



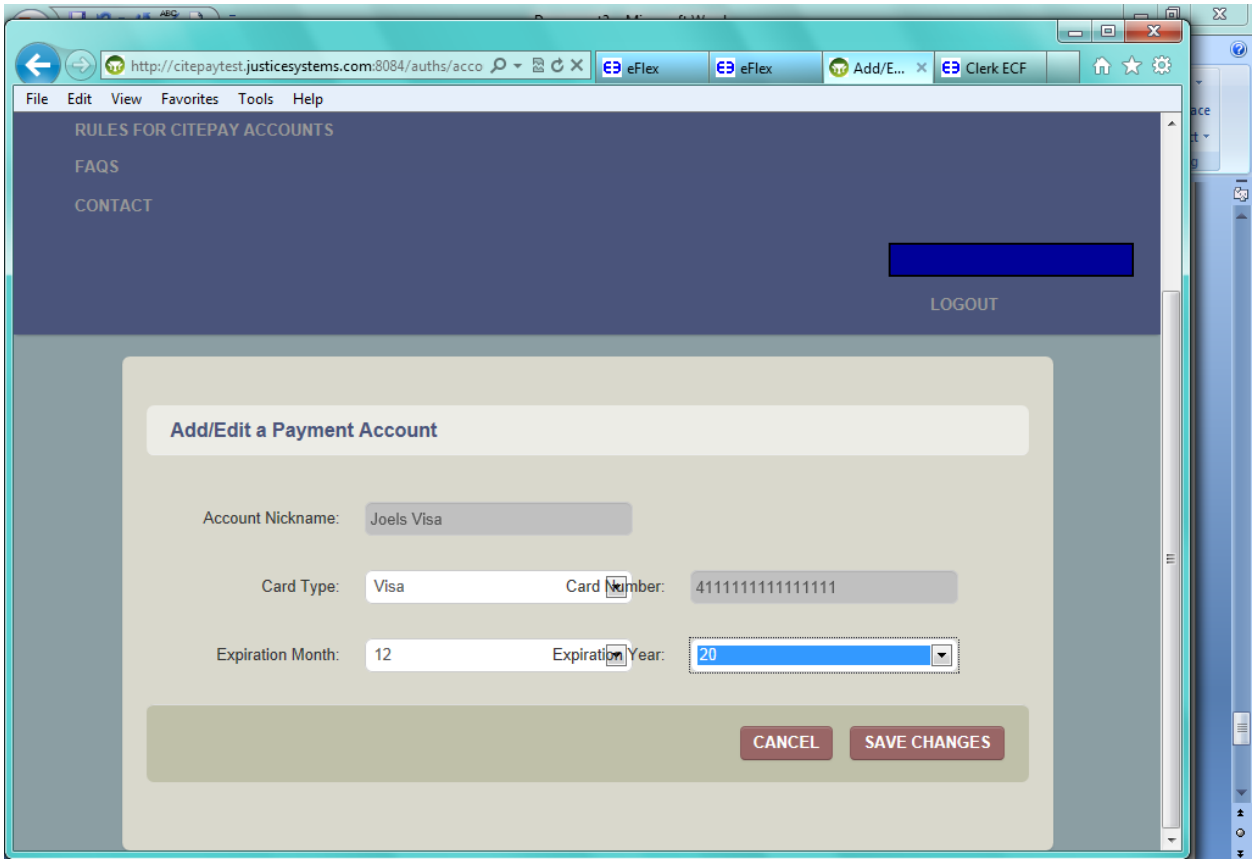
Upon selecting Modify this will take you directly to the CitePayUSA account page. Here you will again sign in with your User Name and Password.



Select Add Credit Card

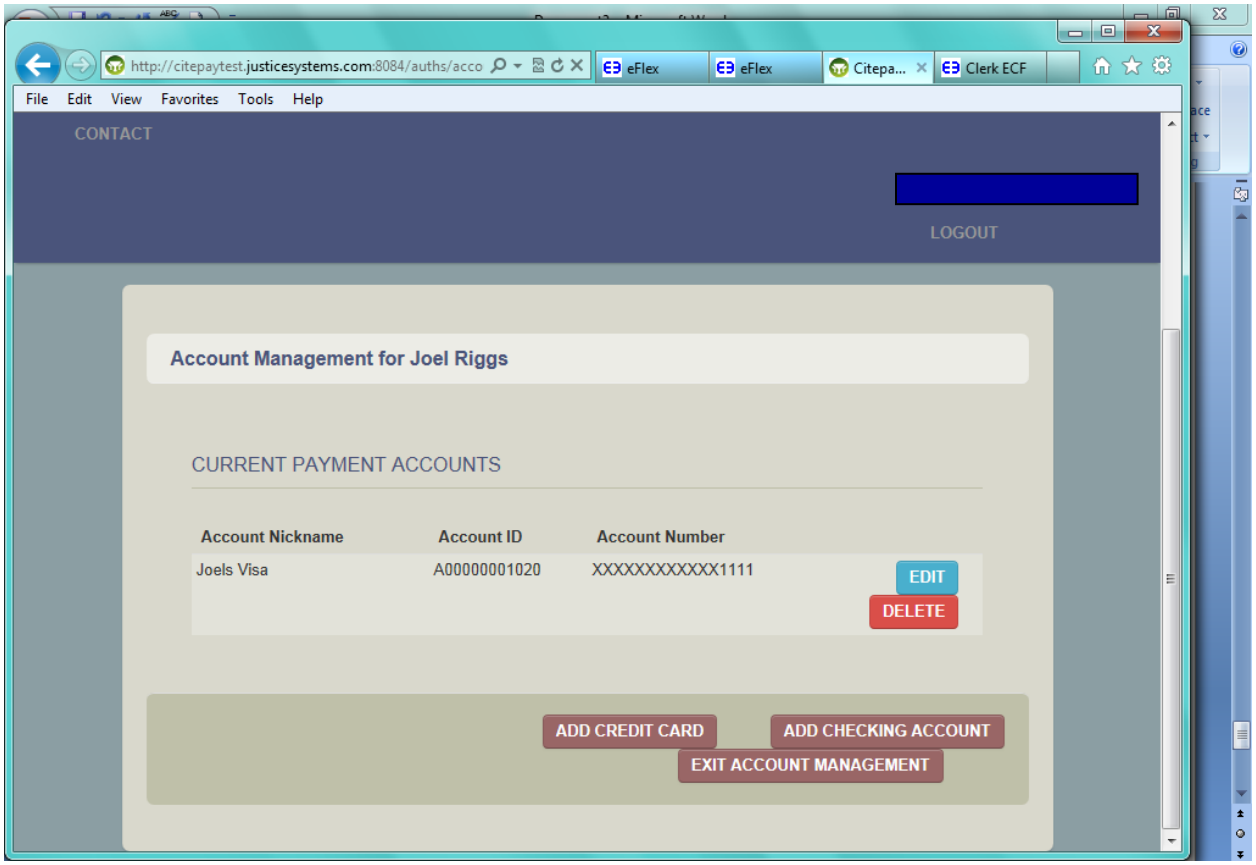


Currently (5/17/2013) you cannot put any punctuation in the Account Nickname. Enter your card type, card number, expiration month and year. Save Changes

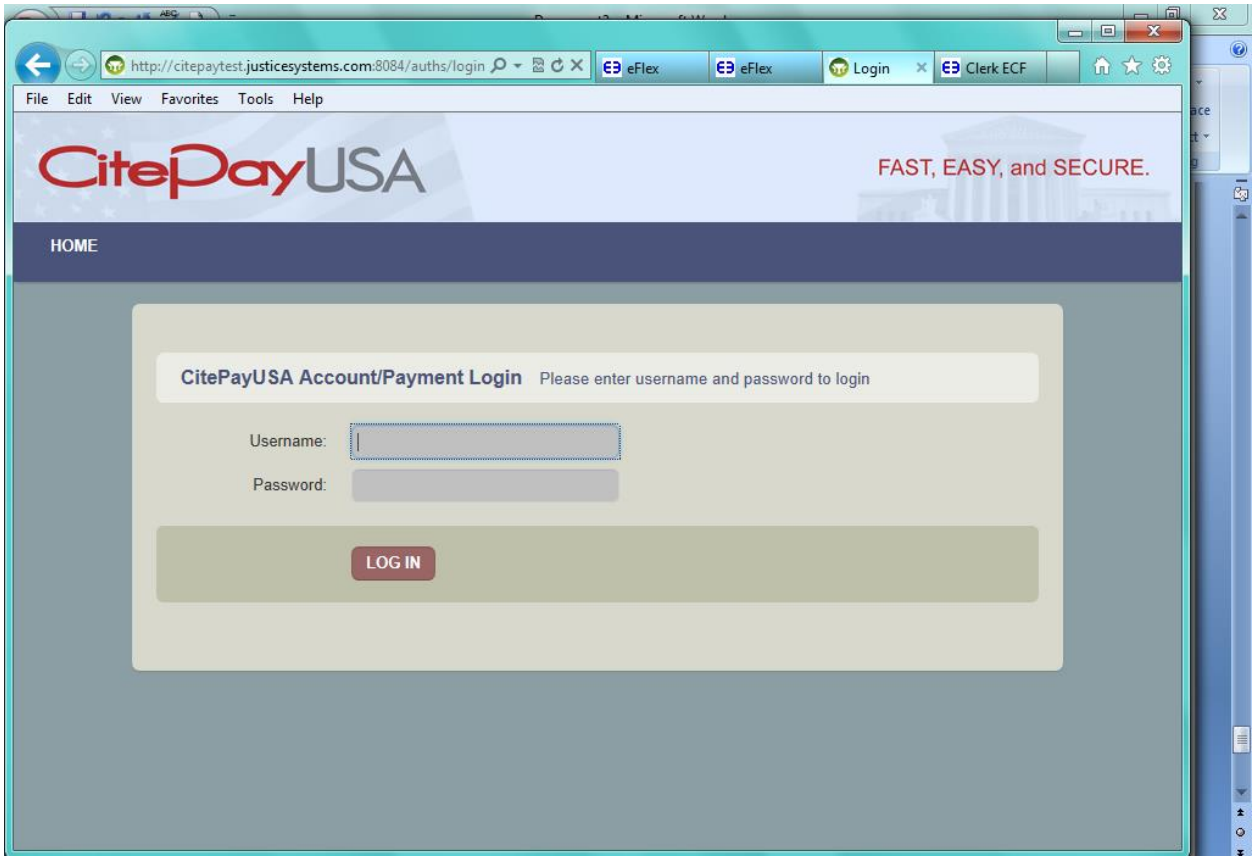


Updated 07-12-2019 **Appellate Court fees are paid through KanPay**

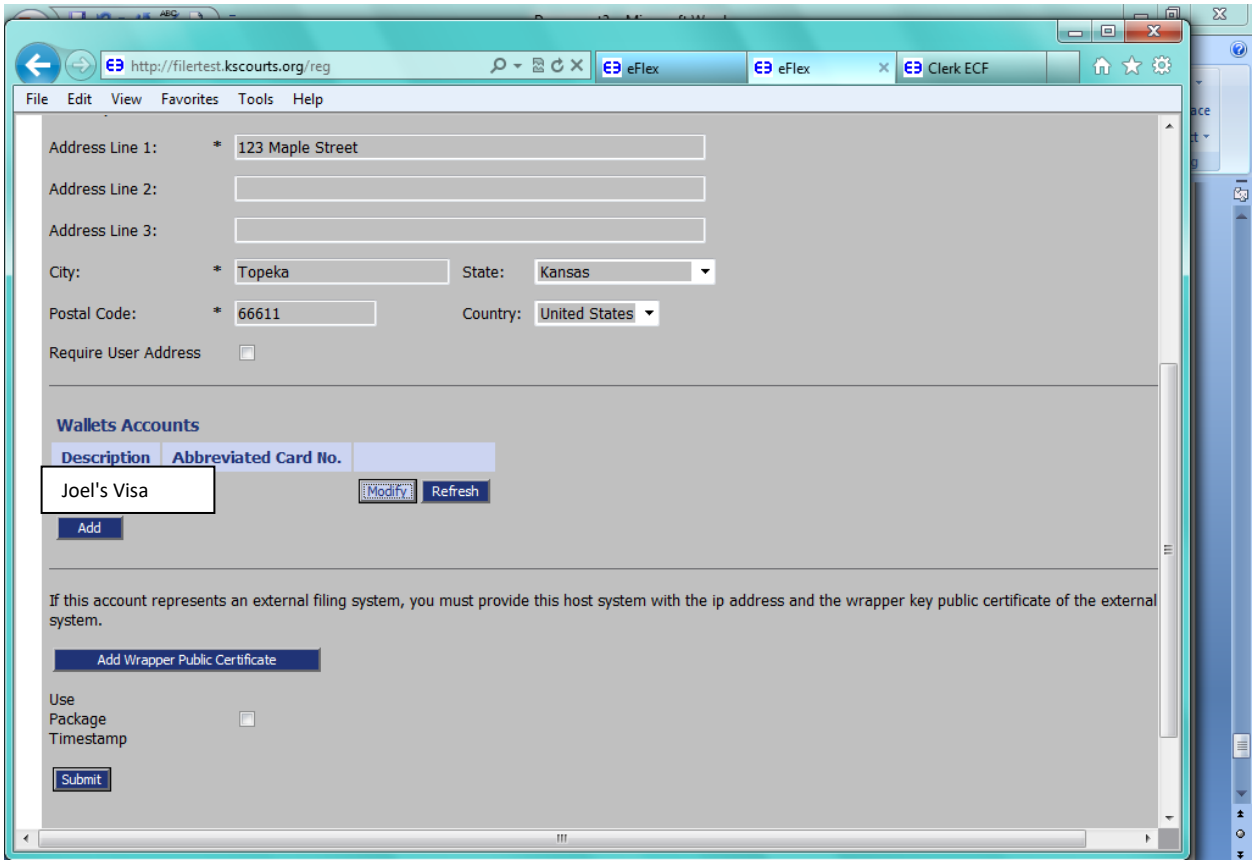
Verify the information you have entered to the best of your ability. Exit Account Management



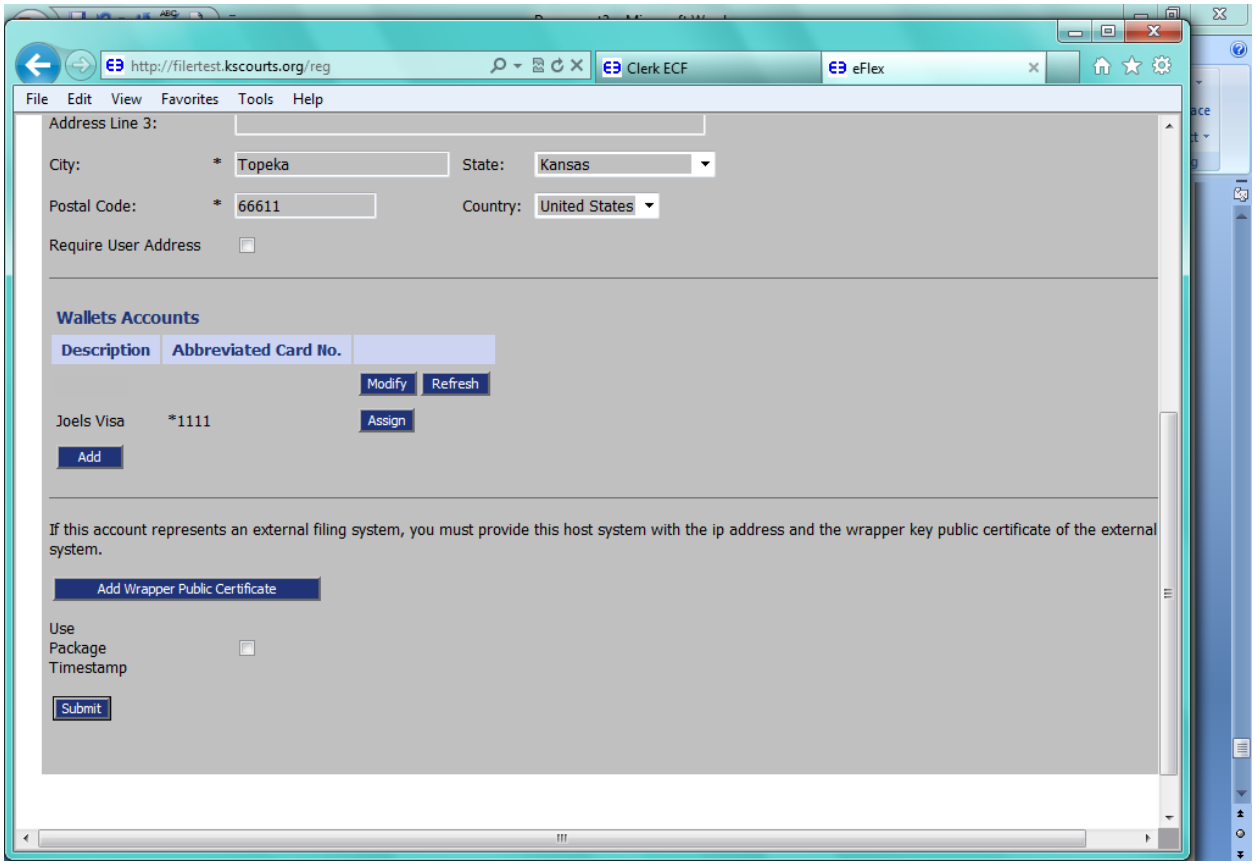
At this point we were taken back to the Login.



Once back in EFlex, you need to “refresh” to be able to see the added wallet.



Once the account is visible, you must Assign the attorneys that are able to use this credit card account.



After selecting Assign, you need to check the box on each attorney that has the rights to this credit card. Save changes.

Select Home from the Menu bar to return to main page.