

Create a TOGA Wallet Account

Use TOGA account to pay fees in courts operating on Odyssey

Filers who need to submit filing fees when either initiating a new case or submitting payment for document fees, must have a **TOGA** payment account configured in the eFiling system to pay for filing fees.

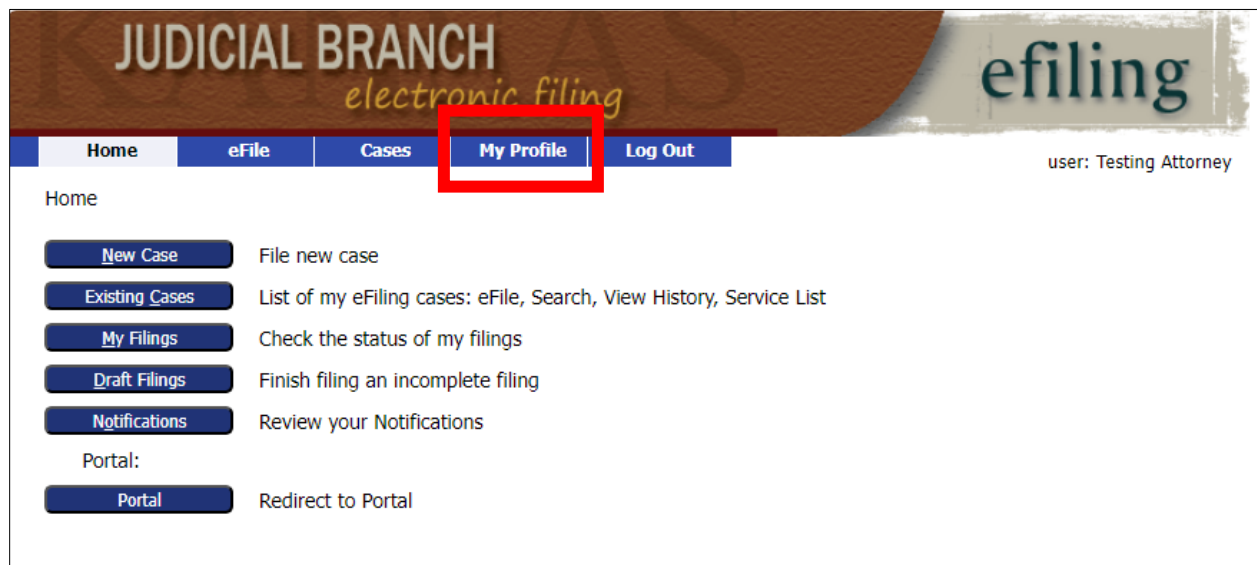
Each attorney must configure a payment account under their eFiling username name. The payment account must be configured by the user who has the eFiling account.

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.

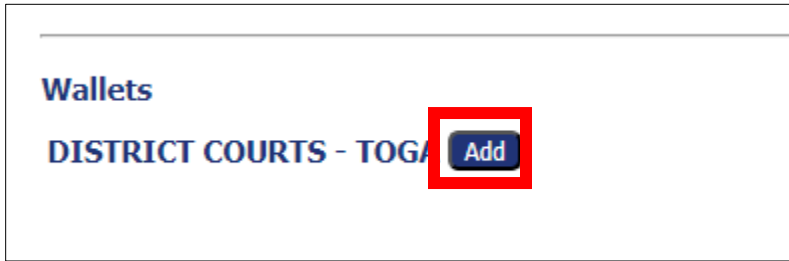
The transaction fees that are associated with the payment options are as follows: 2.39% for credit card transactions and \$0.25 per e-check transaction. Acceptable Credit cards: Visa, Discover, and Mastercard.

To configure a new payment account, log in to the eFiling system.

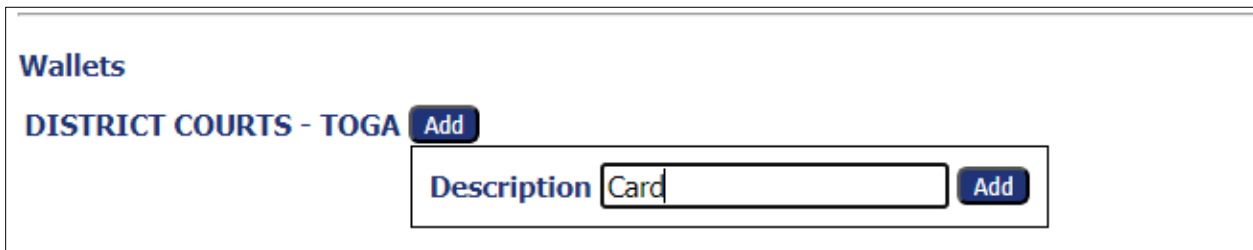
Go to **My Profile** from the menu. Select **My Profile** from the My Profile drop-down menu option.



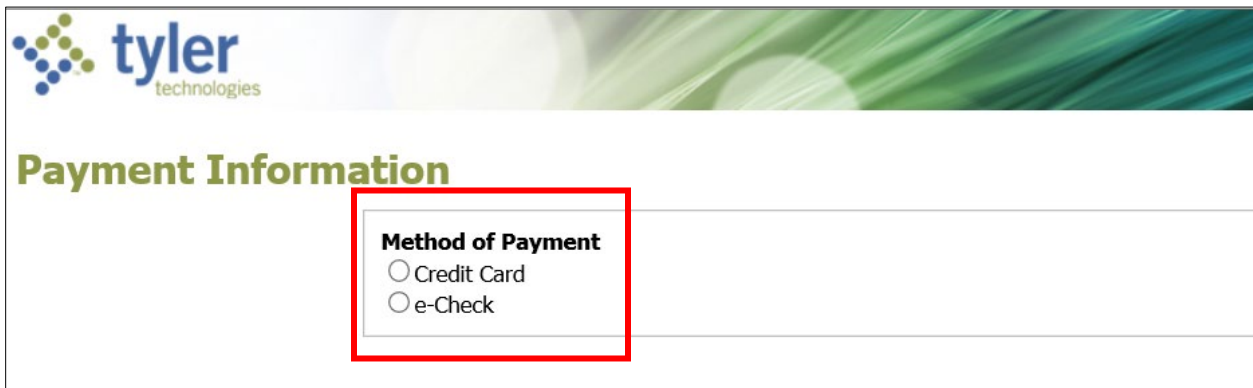
The User Profile page will open. Scroll down the page to the section that says **Wallets DISTRICT COURTS - TOGA**. Select the **Add** button.



Enter the Description of the payment account in the **Description** field. This is a free form text field that the user will use to identify the payment account. Example: Susie's Visa. Select the **Add** button.



You will be redirected to the TOGA E-payment website. Select the **Method of Payment** account you will configure by selecting the radio button next to the appropriate account type.



1) Credit Card configuration

- A. **Populate all necessary fields** regarding the credit card information. Fields denoted with asterisks are required to be populated.
- B. Select the **Continue** button when all information has been entered.

on

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 MasterCard *

Card Number 5454545454545454 *

Exp Month 12 * **Exp Year** 2028 *

CVV Code 123 * [CVV Help](#)

Name on Card Testing Attorney *
Maximum of 30 characters

Address Type US Foreign

Address Line 1 444 4th Street *
Street address, P.O. box, company name, c/o

Address Line 2 *
Apartment, suite, unit, building, floor, etc.

City Topeka *

State KANSAS

Zip Code 66547

Continue

- C. Verify Billing Information. Once the information has been verified as correct, select the **Save Information** button. If the information needs to be modified, select the **Back** button to correct the information. (Do not use the browser back arrow.)

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Billing Detail

Card Type MASTERCARD
Card Number *****5454
Exp Date 12/28
CVV Code ***
Name on Card Testing Attorney
Address Type US
Address Line 1 444 4th Street
Address Line 2 *
City Topeka
State KS
Zip Code 66547

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 is the date that it is submitted. By selecting the Process Payment button you are authorizing the processing of this transaction.

Back **Save Information**

- D. Once the information has been saved, you will be directed back to the User Profile screen. The newly created TOGA Wallet Account will be displayed.

JUDICIAL BRANCH
electronic filing

efiling

Home eFile Cases My Profile Log Out user: Testing Attorney

User Profile

User Profile

Testing Attorney

User Name: FI.84570
Organization: ATTORNEYS
Bar Number: 84570
User Identifier:
Phone:
Fax:
Email: testing@testing.com
1st Alternate Email:
2nd Alternate Email:
Address: 301 sw 10th Ave
Topeka, KS 66612
US
Role: Attorney
Date Approved: Not Available
Expiration Date:
Lockout Date:

[Modify User Profile](#) [Change Password](#)

Wallets

DISTRICT COURTS - TOGA [Add](#)

Item Description	Action
Card	Modify Description Delete

- E. The Credit Card Account configuration is complete.
- F. Select Home from the Menu bar to return to main page.

2) E-Check Configuration – follow same instructions as Credit except select Method payment as of e-Check

- A. **Populate all necessary fields** regarding the e-Check account information. Fields denoted with asterisks are required to be populated.
- B. Select the **Continue** button when all information has been entered.

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 *

Verify Account Number *

Routing Number * [Routing Number Help](#)

Verify Routing Number *

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

- C. Verify Billing Information. Once the information has been verified as correct, select the **Save Information** button. If the information needs to be modified, select the **Back** button to correct the information. (Do not use the browser back arrow.)

Billing Detail

Account Type Checking
Account Number *****789
Routing Number 987654321
Name on Account Testing Attorney
Address Type US
Address Line 1 444 4th Street
Address Line 2
City Topeka
State KS
Zip Code 66547

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 is the date that it is submitted. By selecting the Process Payment button you are authorizing the processing of this transaction.

- D. Once the information has been saved, you will be directed back to the User Profile screen. The newly created TOGA Wallet Account will be displayed.

JUDICIAL BRANCH
electronic filing

efiling

Home eFile Cases My Profile Log Out user: Testing Attorney

User Profile

User Profile

Testing Attorney

User Name: FI.84570
Organization: ATTORNEYS
Bar Number: 84570
User Identifier:
Phone:
Fax:
Email: testing@testing.com
1st Alternate EMail:
2nd Alternate EMail:
Address: 301 sw 10th Ave
Topeka, KS 66612
US
Role: Attorney
Date Approved: Not Available
Expiration Date:
Lockout Date:

[Modify User Profile](#) [Change Password](#)

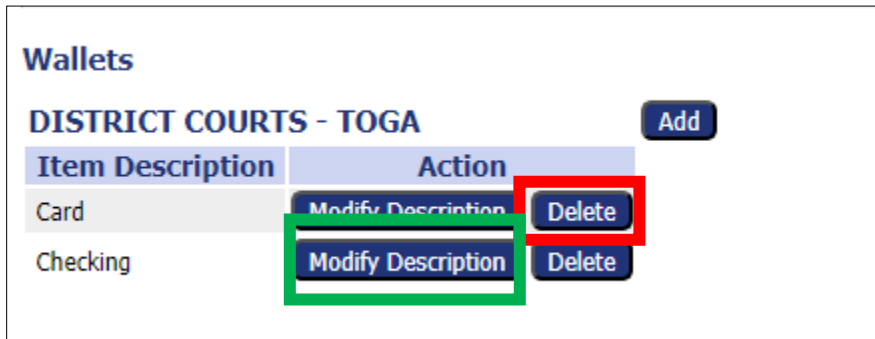
Wallets

DISTRICT COURTS - TOGA [Add](#)

Item Description	Action
Card	Modify Description Delete
Checking	Modify Description Delete

- E. The e-Check Account configuration is complete.
- F. Select Home from the Menu bar to return to main page.

- 3) If you need to delete a TOGA Wallet account, select the **Delete** button next to the account on the Modify Account Settings screen.
- 4) If you need to modify the name of the TOGA account, select the **Modify Description** button.



- 5) If you need to modify the account information, you will need to delete the account and reconfigure a new account.