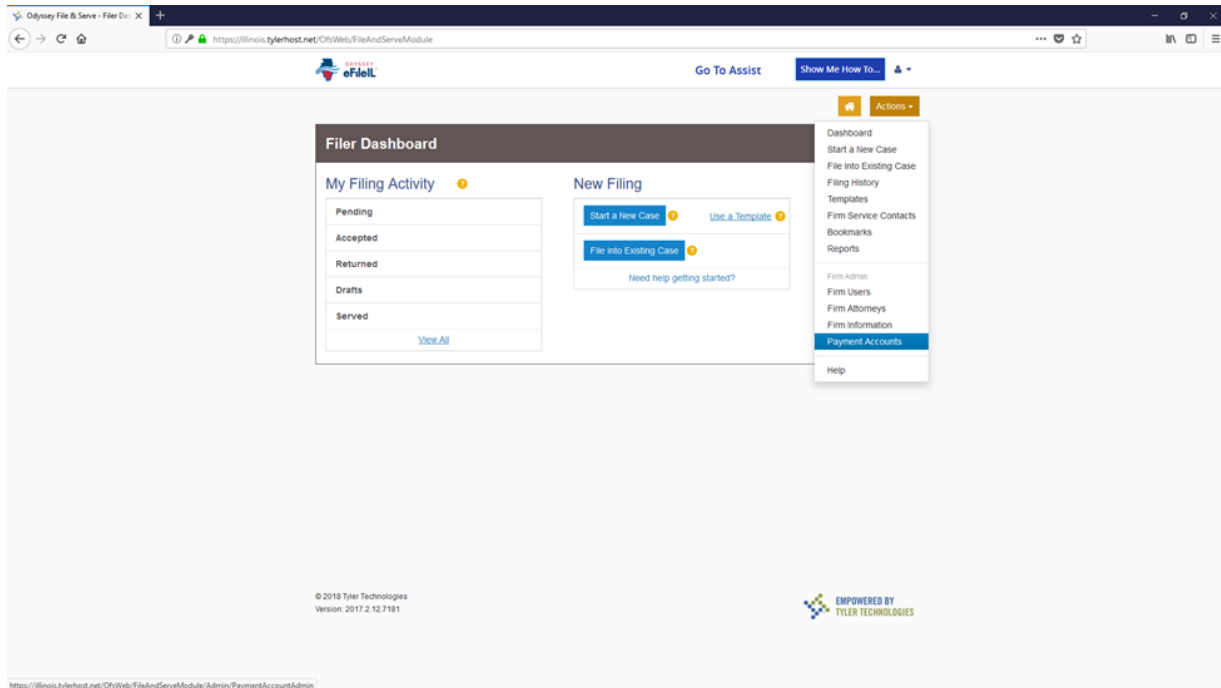
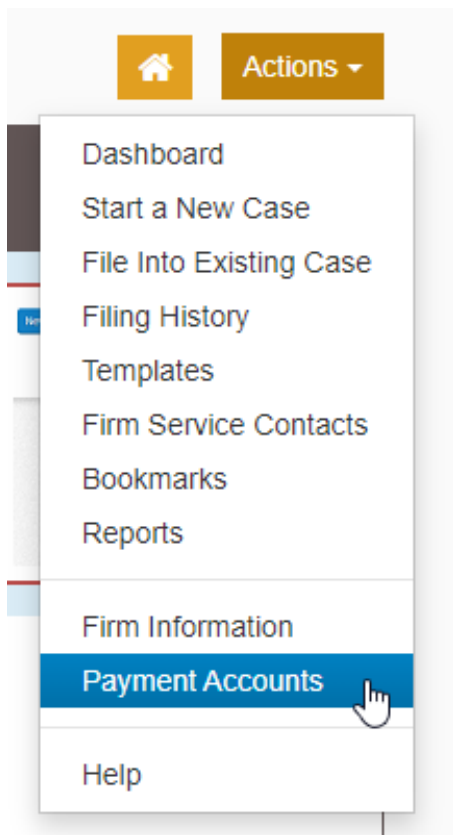


2. Create a Waiver Account in the Odyssey eFile Account

From your dashboard:



1. Click on the **Orange** Actions tab in the upper right-hand corner
2. Click **Payment Account**.



Payment Account Name	Payment Account Type	Active	
CVLS - Credit Card Account	Credit Card	No	Actions
CVLS - Waiver Account	Waiver	Yes	Actions

3. Click **Add Payment Account**.
4. Name the payment account: (here it's called Waiver).
5. Click Payment Account Type, choose Waiver.

Payment Account Name: Waiver

Payment Account Type: Waiver

Active:

Buttons: Undo, Save Changes

6. Click **Save Changes**.

Now you are ready to file your client's case!

3. File Your Case and Upload Your CLSP

After you initiate your case in the eFile system, you will upload your initial pleadings. You must upload a CLSP as well, in order to avoid being charged for the filing.

1. Under “Filing Code,” choose **“Waiver Filed”** (NOT “fee waiver!”).
2. **Upload** your scanned, signed CLSP, and name it. The total fee will still show up:

The screenshot displays the eFile system interface for filing a Petition for Dissolution. The 'Filing Code' dropdown is set to 'Waiver Filed'. The 'Lead Document' section shows one CLSP pdf file uploaded. The 'Fees' section at the bottom shows a total filing fee of \$368.00 and a payment account selection dropdown.

Optional Services and Fees	Fee Amount	Quantity	Fee Total
+ Add Optional Services and Fees			
+ Add Another Filing			
Undo Save Changes			

Fees		
Petition for Dissolution		
Description	Amount	
Filing Fee	\$368.00	
Filing Total:		\$368.00
Total Filing Fee		\$368.00
Envelope Total:		\$368.00
Payment Account		
Click to select Payment Account		

3. After uploading your document, you will need to **select a payment account** – choose your previously selected “Waiver” account. This should return the amount due to zero.

- When you are ready to submit your whole filing, you will be given a final warning to upload your CLSP:

- Click "done," and finish submitting your filing according to the eFile instructions.