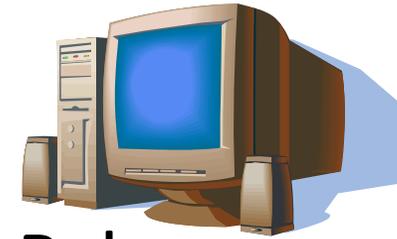


Financial Processing



- Pay online via PayPal today
- Reconciliation of AZTurboCourt to PayPal
- Reconciliation of PayPal to Credit Card or Bank Statement
- May take up to 3 days to verify initial payment setup
- Visit azcourts.gov/azturbocourtinformation for financial processing instructions

Decisions to Make

- One PayPal account or multiple PayPal accounts?
 - One - easier for billing/reconciling
 - Multiple - segregate access to specific cards or accounts
- Which email to associate PayPal Account to?
 - Emails generated for each payment and go to this account
 - Consider a centralized email that multiple people can access
- Associate PayPal with a credit card or with a bank account

AZTurboCourt Registration*

*If you have previously registered in AZTurboCourt you will not have to register again.

Administrative User Registration

- First person to register
- Adds other users
 - Designates Administrative or Basic
- Input firm information
 - Email address = default email (courtesy notifications)
- Usernames must be unique
 - Password = case sensitive
 - Login name = not case sensitive

Administrative User		Basic User
View all form sets created by all users associated with the firm		View only form sets created by this user account
Create new users		N/A
Inactivate users in the system		N/A
Change user access level		N/A
Change user passwords		Change own password
Edit firm account information		N/A
Change profile information for all users (individually)		Change profile information related to this user account
Change email preference only for this admin user account		Change email preference