

Updating US Bank ePayment information

You can update your saved address and payment methods before paying for an electronic filing on the US Bank eFiling payment site. Use the My Account tab to edit the expiration date on your saved credit cards, delete an existing payment method, or add a new payment method.

Note: If you take more than 10 minutes to update your account information, the US Bank session will expire. Be sure to have your new payment information ready before initiating a US Bank site session.

Access US Bank eFiling payment site

In order to access the US Bank eFiling payment site, you must first submit a filing through the eFiling site. The payment site is only accessible when you are making a payment for a recently submitted eFiling.

1. Once you submit a filing from the eFiling site, click **Make payment with US Bank**.

Filings submitted

Your filing(s) have been submitted successfully to the court. **Make your electronic payment now.** Select "Make payment" below to continue to the US bank secure website. Registering on the US Bank website is not required.

US Bank will charge a **convenience fee** of \$ 0.55 (2.75%) to process MasterCard or Visa payments or \$ 1.95 to process electronic check payments.

Your filing(s) will not be processed by the court until electronic payment is made.

[Make payment with US Bank](#)

2. Log in to the US Bank ePayment site using your username and password.

Note: This account is separate and might have different login credentials than your eFiling account.

Welcome to the Electronic Payment System

Registered Users
If you have already registered with the payment system, you may log in using your User ID and Password.

All Other Users
If you want to make your payment without registering, select "Pay Without Registering."

If you would like to register, so your information can be retrieved for future payments, select "Register."

[Forgot Your User ID?](#)

[Forgot Your Password?](#)

[Log In](#)

[Register](#)

[Pay Without Registering](#)

- Once you log in, click the **My Account** tab in the top-right corner of the screen.

The screenshot shows the 'Make a Payment' interface. At the top right, there are two tabs: 'Make a Payment' and 'My Account'. The 'My Account' tab is highlighted with a red rectangular box. Below the tabs, the main heading is 'Make a Payment'. Underneath, there is a section titled 'My Payment' which contains a card for 'Kenosha County Circuit Court Fees'. The card displays the following information: 'Amount Due \$204.50', 'Case number(s) Family filing: Divorce', 'Payer First Name Billie', 'Payer Middle Name Jean', 'Payer Last Name Smith', and 'Primary Address' with an empty input field.

- The **My Profile** screen opens. From here, you can update your address, password, or security questions.

Update payment methods

- Click **Payment Methods** to edit any credit card or bank accounts you have on file.

The screenshot shows the 'My Account' interface. At the top right, there are two tabs: 'Make a Payment' and 'My Account'. Below the tabs, the main heading is 'My Account'. Underneath, there are four links: 'My Profile', 'Payment Methods', 'Scheduled Payments', and 'Electronic Payment History'. The 'Payment Methods' link is highlighted with a red rectangular box. Below the links, there is a section titled 'My Contact Information' which contains a card with the following information: 'First Name' Billie, 'Last Name' Smith, 'Company' (Optional), and 'Address 1' 42 Wallaby Way.

- From here, you can click **Delete** to delete a saved payment method. Or, to update the expiration date or billing address on a saved credit card, click **Edit**.

The screenshot shows the 'My Account' interface. At the top right, there are two tabs: 'Make a Payment' and 'My Account'. Below the tabs, the main heading is 'My Account'. Underneath, there are four links: 'My Profile', 'Payment Methods', 'Scheduled Payments', and 'Electronic Payment History'. Below the links, there is a section titled 'Saved Payment Methods' which contains a table. The table has the following columns: 'Nickname', 'Method', 'Type', 'Number', and 'Actions'. The table contains two rows of data:

Nickname	Method	Type	Number	Actions
Company Visa	Credit	Visa	*1111	Edit Delete
MasterCard	Credit	Master Card	*5454	Edit Delete

The 'Edit' link for the MasterCard row is highlighted with a red rectangular box. Below the table, there is a link 'Add a Payment Method'. At the bottom of the table, there is a pagination control: 'Showing 1 to 2 of 2 entries' and 'First Previous 1 Next Last'.

3. Enter any new information to update an existing credit card payment method. If you do not want to update the address on your credit card, select the **Use my profile information** option. Then click **Save**.

My Account

[My Profile](#) | [Payment Methods](#) | [Scheduled Payments](#) | [Electronic Payment History](#)

Edit Payment Method

Card Number *1111

Expiration Date 02 ▼ 2020 ▼

Card Billing Address Use my profile information
42 Wallaby Way
Sydney, ND 58401

Use a different address

Account Nickname Company Visa

Save [Cancel](#)

Add new payment method

1. To add a new credit card or bank account, click **Add a Payment Method**.

[Make a Payment](#) [My Account](#)

My Account

[My Profile](#) | [Payment Methods](#) | [Scheduled Payments](#) | [Electronic Payment History](#)

Saved Payment Methods [Add a Payment Method](#)

Nickname	Method	Type	Number	Actions
Company Visa	Credit	Visa	*1111	Edit Delete
MasterCard	Credit	Master Card	*5454	Edit Delete

Showing 1 to 2 of 2 entries

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

2. Select whether the payment method is a Checking or Savings account, or a Credit/Debit Card.

My Account

[My Profile](#) | [Payment Methods](#) | [Scheduled Payments](#) | [Electronic Payment History](#)

Add a Payment Method

Payment Method Select ▼

Save [Cancel](#)

Select
Checking or Savings
Credit/Debit Card

3. For a bank account, fill in the Routing Number and Account Number, and select an Account Type.
 - You can click the **Personal Check** / **Business Check** links to toggle the check image for reference on where account numbers are located on a business or personal check.
 - You can also give the bank account a nickname to help distinguish it from other saved payment methods.

Add a Payment Method

Payment Method Checking or Savings ▼

Sample Company 12150
123 Main St.
Heartland, MO 12345 DATE _____

PAY TO THE ORDER OF _____ \$ _____ DOLLARS

MEMO _____

⑆ 00012150 ⑆ 087654321 ⑆ 055 11111111 ⑆

Check Number (not required) Bank Routing Number Bank Account Number

[Personal Check](#) | [Business Check](#)

Bank Routing Number

Bank Account Number

Bank Account Type Checking Savings
 This is a business account



Account Nickname

[Cancel](#)

4. For a credit or debit card account, fill in the card number and expiration date. Check one of the buttons to use your current address as billing address, or to enter a different address for the card.
 - You can also give the card account a nickname to help distinguish it from other saved payment methods.

Add a Payment Method

Payment Method Credit/Debit Card ▼

Card Number  

Expiration Date 06 ▼ 2023 ▼

Card Billing Address Use my profile information
 42 Wallaby Way
 Sydney, ND 58401

Use a different address

Account Nickname

[Cancel](#)

5. Click **Save** to save your new payment method.

Complete payment

1. Click the **Make a Payment** tab to return to the payment screen for the filing you submitted.

The screenshot shows the 'My Account' page. At the top right, there are two tabs: 'Make a Payment' (highlighted with a red box) and 'My Account'. Below the tabs, the page title is 'My Account'. There are four links: 'My Profile', 'Payment Methods', 'Scheduled Payments', and 'Electronic Payment History'. Under the heading 'My Contact Information', there are two input fields: 'First Name' with the value 'Billie' and 'Last Name' with the value 'Smith'.

2. Enter your address and select a payment method as you would during a typical filing. Any new payment methods you updated or added will be available to use.

The screenshot shows the 'Payment Method' selection screen. It features a dropdown menu for 'Saved Payment Methods' with the following options: 'Firm Account (VISA) - 2222', 'Select', 'Company Visa (VISA) - 1111', 'Firm Account (VISA) - 2222' (highlighted), and 'MasterCard (MC) - 5454'. A link 'Use a new payment account' is visible to the right of the dropdown. Below the dropdown, the following information is displayed: 'Account Nickname', 'Card Number', 'Expiration Date Jun-2021', 'Card Type Visa', and 'Email Address bank@gmail.com'. At the bottom, there are two buttons: 'Continue' (highlighted with a red box) and 'Cancel'.

A convenience fee will be charged for this transaction. This fee amount will display on the next page where you will be able to cancel or confirm your payment.

3. Click **Continue**.
4. Click **Confirm** at the bottom of the screen to complete the payment.

The screenshot shows the 'Billing Address' screen. It displays the following address information: 'Address 1 42 Wallaby Way', 'City Sydney', 'State ND', and 'Zip Code 58401'. At the bottom, there are two buttons: 'Confirm' (highlighted with a red box) and 'Back'.

A convenience fee will be charged for this transaction. The fee will be added to the amount of your transaction and is in addition to any fees that may be charged by your financial institution.