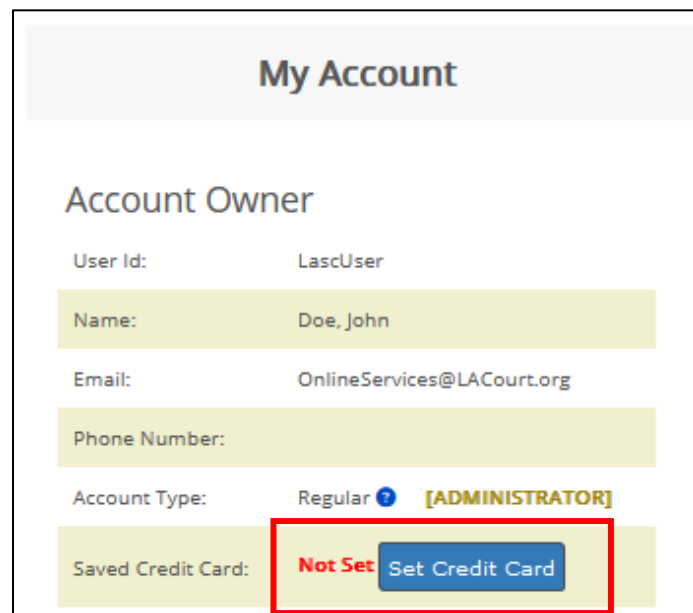


Updating Your Credit Card Information at Online Services

On September 22nd, 2023, the Court's online services will be changing payment processors. Please be aware that you will notice visible changes to the login screen as well as to the online services screens (Case Document Images, Search for Case Number By Name, Search for Case by Defendant Name).

You may be asked to re-enter your credit card information with the new payment processor. This will be the case if you have a registered customer account with the Court. If you are a "member" on an account belonging to another person or company, the account owner will need to re-enter their credit card number before you can make a transaction. Guest users will be asked for a credit card number at the time of purchase. Finally, owners of pre-payment accounts can re-enter their credit card number when they want to reload funds to their account. Other account features are unaffected by this change. If you have any questions, you may email OnlineServices@LACourt.org.

Registered users see their account information in the My Account section after logging in.



The screenshot displays the 'My Account' interface. At the top, the title 'My Account' is centered. Below it, the section 'Account Owner' is visible. The account details are as follows:

User Id:	LascUser
Name:	Doe, John
Email:	OnlineServices@LACourt.org
Phone Number:	
Account Type:	Regular ⓘ [ADMINISTRATOR]
Saved Credit Card:	Not Set Set Credit Card

The 'Set Credit Card' button is highlighted with a red rectangular border.

Users will see an [ADMINISTRATOR] or [MEMBER] tag in the **Account Type** field.

The administrator is able to set or remove credit or debit card information for the account. Active account Members can process transactions using the stored payment information. Only the administrator has access to the full payment details.


Clicking "**Set Credit Card**" will navigate your browser to Heartland Payment Systems where you can add your payment information.

Updating Your Credit Card Information at Online Services

Los Angeles Superior Court Shopping Cart

Store Payment Details

THE SUPERIOR COURT OF CALIFORNIA
COUNTY OF LOS ANGELES

Account Information	Card Holder Information
Credit Card	First Name * Middle Name Last Name *
Card Number * 	Address *
Name on Card *	City * State *
Month * Year * Security Code *	Postal Code * Country *
Expiry Date * 2008 12 31	United States *
	Phone Number *
	Email *

PAYMENT TERMS AND CONDITIONS

AUTHORIZATION

By checking the "I agree to the Terms and Conditions" checkbox below, you are confirming your payment is in accordance with the rules and regulations of the agreement between me and my card issuer.

My payment can only be completed upon the acceptance and authorization of my issuing credit or debit card company. If my payment cannot be completed, I will retain the same liability, which is my sole responsibility. The amount is through Heartland Payment Services. There are no funds for additional fees and penalties to the extent of

I agree to the Terms and Conditions

You will be taken to our payment processor, Heartland Payment Services, to enter your payment details.

Click **Cancel** to return to your account information or **Proceed** to continue adding your information.




Updating Your Credit Card Information at Online Services

After proceeding, you can enter your credit or debit card payment information.

THE SUPERIOR COURT OF CALIFORNIA
COUNTY OF LOS ANGELES

Account Information

Credit

Card Number *   

Name on Card *

Month * Year *

Security Code * CVC


Card Holder Information

First Name * Middle Name Last Name *

Address *

City * State * Select One

Postal Code * Country United States

Phone Number * 

Email *

At the bottom of the page, you must agree to the Terms and Conditions before authorizing the saving of payment information.

PAYMENT TERMS AND CONDITIONS

AUTHORIZATION

By checking the "I agree to the Terms and Conditions" checkbox below I am confirming my payment is in accordance with the rules and regulations of the agreement between me and my card issuer.

My payment can only be completed upon the acceptance and authorization of my issuing credit or debit card company. If my payment cannot be completed, I will retain the same liability, which is my sole responsibility, for

I agree to the Terms and Conditions

CANCEL **CREDIT/DEBIT CARD PAYMENT AUTHORIZATION**

Click the **"Credit/Debit Card Payment Authorization"** button to save your payment information.

The LASC Shopping Cart will display confirmation when your payment information is successfully saved.

Updating Your Credit Card Information at Online Services

Los Angeles Superior Court Shopping Cart

Payment Details Successfully Stored

Click Continue to return to your application.

Continue

Click **“Continue”** to return to Online Services where you can see the last four digits of your payment information in the “Saved Credit Card” field.

My Account

Account Owner

User Id:	LascUser
Name:	Doe, John
Email:	OnlineServices@LACourt.org
Phone Number:	
Account Type:	Regular ⓘ [ADMINISTRATOR]
Saved Credit Card:	XXXX-XXXX-XXXX-0001 Remove

The administrator is able to remove payment information for the account after the information has been stored by clicking **“Remove”**.