

Create a TOGA Wallet Account for Appellate Courts

Use TOGA account to pay fees in appellate courts

Before an electronic filer can pay required fees through the Kansas Courts eFiling system, they must set up a TOGA wallet account.

These instructions describe how to set up a TOGA wallet account to pay required fees when filing in a Kansas **appellate court**. A separate TOGA wallet account must be set up to pay in **district courts**. Those instructions are in another document.

An efiler can have a TOGA wallet account for district courts and another one for appellate courts using a single eFiling user account.

Set up a TOGA wallet account for appellate courts

You will use your eFiling username to set up your TOGA wallet account in the Kansas Courts eFiling system.

A TOGA wallet account is the only way you can pay fees for appellate court filings that incur a fee and a fee waiver is not appropriate. Without a payment method, filings that incur court fees cannot be submitted to the appellate courts.

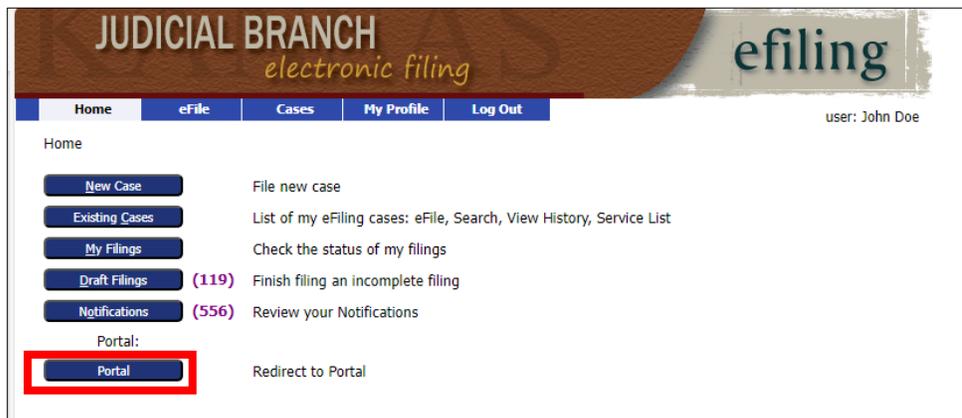
Transaction fees

Transaction fees associated with your payment type are as follows:

- 2.39% for credit card transactions (Visa, Discover, Mastercard)
- \$0.25 for each electronic check transaction

Configure TOGA account

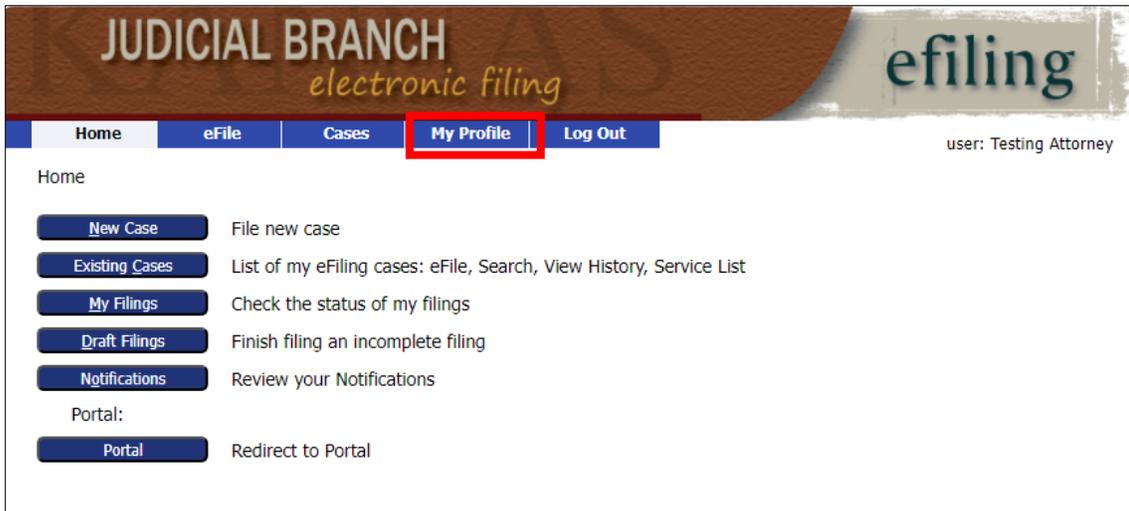
1. Log in to the Kansas Courts eFiling system.
2. From the **Home** tab, select **Portal**.



3. Find **Appellate** under **Description** and select **Connect**.



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



5. The **User Profile** page will display. Scroll page to **Wallets APPELLATE COURTS - TOGA**. Select the **Add**.



6. Enter a payment description of your choosing in the **Description** field. The description should mean something to you. In this example, the user entered “Card Visa” in the **Description** field. After you enter your description, select **Add**.

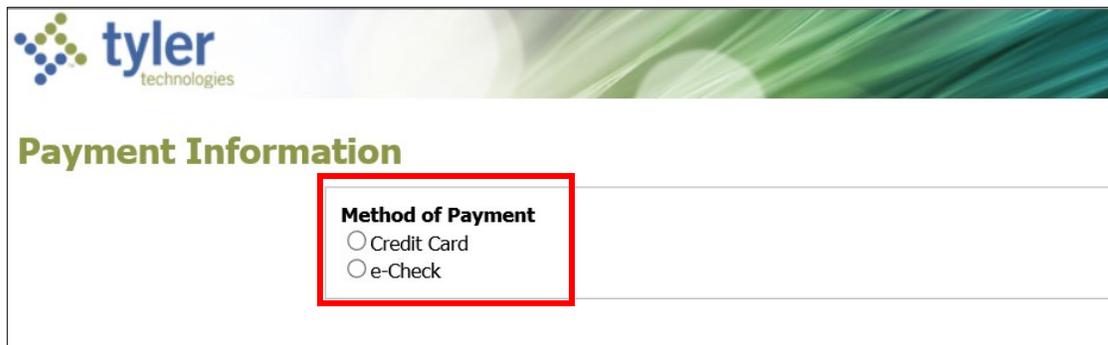


Wallets

APPELLATE COURTS - TOGA **Add**

Description Card Visa **Add**

7. You will be redirected to the **TOGA E-payment website**. Select **Method of Payment** from the options listed.



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Payment Information

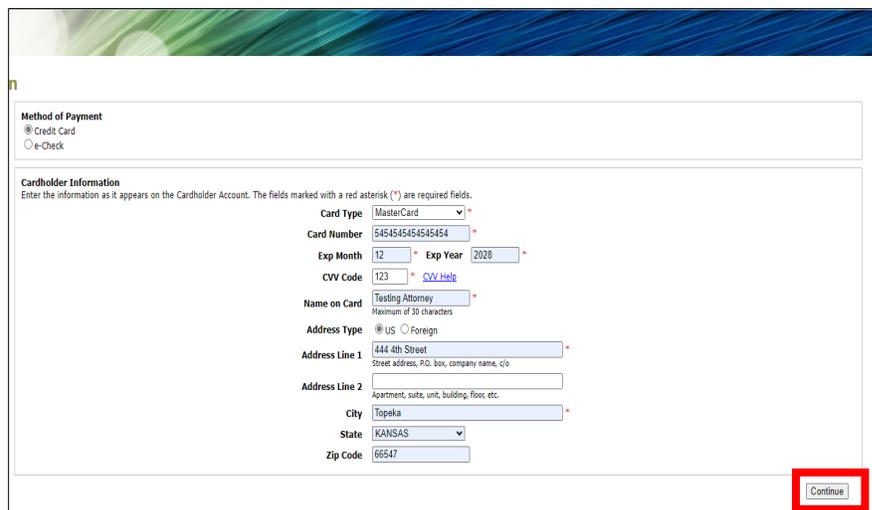
Method of Payment

Credit Card

e-Check

- A. If you select **Credit Card** configuration:

- a. Enter data in all required fields for credit card option. Fields that have an asterisk (*) are required.
- b. After you enter the required data, select **Continue**.



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 *

Card Number *

Exp Month * Exp Year *

CVV Code * [CVV Help](#)

Name on Card *

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

Continue

- c. Verify information in **Billing Detail** is correct. If your information is correct, select **Save Information**. If you need to modify your information, select **Back** to return to the data entry form. DO NOT use your browser to go back.

The screenshot shows a web form titled "Billing Detail" with the following fields:

- 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

Below the form is a "Terms and Conditions" section with a disclaimer. At the bottom right, there are two buttons: "Back" and "Save Information", which are highlighted with a red rectangular box.

- d. After you save your information, you will return to your **User Profile**. The newly created TOGA Wallet Account will be displayed.

The screenshot shows a "Wallets" section with a table:

Item Description	Action
Card VISA	<input type="button" value="Add"/> <input type="button" value="Modify Description"/> <input type="button" value="Delete"/>

- e. The **Credit Card Account** configuration is complete.
 - f. Select **Home** from the **Menu** to return to main page.
- B. E-Check Configuration follows the same instructions as for credit card configuration, EXCEPT **Method of Payment**, which you must set to e-Check.
- a. Enter data in all required fields for **e-Check** option. Fields that have an asterisk (*) are required. Select the **Continue**.

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: *

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:

- b. Verify information in **Billing Detail** is correct. After you confirm your information is correct, select **Save Information**. If you need to modify your information, select **Back** to return to data entry. DO NOT use your browser to go back.

Billing Detail

Account Type: Checking
 Account Number: *****6789
 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.

- c. After you save your information, you will return to **User Profile**. Your newly created TOGA Wallet Account will display.

Wallets

APPELLATE COURTS - TOGA

Item Description	Action
Checking	<input type="button" value="Modify Description"/> <input type="button" value="Delete"/>

- d. Your **e-Check Account** configuration is complete. Select **Home** from the **Menu** to return to main page.

Delete or change name of TOGA wallet account

If you need to delete a TOGA wallet account, go to **Modify Account Settings** and select **Delete** next to the account you need to delete.

If you need to change the name of a TOGA account, select **Modify Description**.



Modify TOGA wallet account information

If you need to modify account information, you must delete the account and configure a new one.