## Click "My Profile" at the top right corner of the page

LEGAL DOCUM SERVER, INC	IENT		Search: Cases	My Profile Logout
Relace Order Manage Cases Pending Orders	Closed Orders		Support: (800) 687-5003 or sup	port9 gadocumentserver.com
Hi, Walter Lee! What would you like to do?				
Place an Order Place an electronic or physical order.	View, print and download orders and documents.	D) d case details, associated	Pending order View status updates of	s (0) on your pending orders.
Closed Orders View completed orders and associated documents such as Conformed Copies and Proofs of Service.				
Recent Orders (0) View Pending Orders		Recent Cases (0) Mana	ge Cases	
Order Details	Status	Case	Jurisdiction	Action
No Recent Pending Orders		rvo kocent Lases		
User Terms and Privacy Policy				Powered by LEGALCONNECT® Ver 8.0.50.16 ©2023

## 2. Click the "Payment Information"

Place Order Manag	ge Cases Pending Order	rs Closed Orders		Search: Cases Support: (800) 687	✓ 5003 or support@legaldocur	Go
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Walter Lee				Administrator		Active
Account Information	Payment Information	Settings eFileCA				
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Address 2:						
City:"	Los Angeles					
State:"	California					
Tin Coder*	90036					
zip code.						
Primary Billing Contact:*	Walter					
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## Click the "Edit" button at the bottom of the screen

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۰	Walter Lee			A	dministrator			Active

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