

How to Update Payment Information

1

Navigate to <https://legaldocumentserver.legalconnect.com/>

The screenshot shows the dashboard interface. At the top, there is a navigation bar with the user's name "Hi, Walter Leel" and a support contact number. Below this, there are several action buttons: "Place an Order", "Manage Cases (0)", "Pending Orders (0)", "Closed Orders", and "Reports". At the bottom, there are two tables: "Recent Orders (0)" and "Recent Cases (0)".

Order	Details	Status
No Recent Pending Orders...		

Case	Jurisdiction	Action
Not Assigned LDS vs COMPANY A	Los Angeles Stanley Mosk Central Courthouse (Civil eFiling)	Place Order

2

Click your initials located at the top right corner of the page

This screenshot is identical to the one above, but with a circular profile icon containing the initials "WL" highlighted in the top right corner of the dashboard. The rest of the interface, including the navigation bar, action buttons, and tables, remains the same.

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3 Click "My Profile"

The screenshot shows the dashboard for 'LEGAL DOCUMENT SERVER, INC'. At the top left, the company name is displayed. A search bar contains 'Manage Cases'. A user profile icon 'WL' is in the top right. A notification says 'Hi, Walter Lee! What would you like to do?'. Below this are several action buttons: 'Place an Order', 'Manage Cases (0)', 'Pending Orders', 'Closed Orders', and 'Reports'. A dropdown menu is open from the 'WL' icon, showing 'Account', 'WALTER LEE', 'Account # 109085', 'wlee17@gmail.com', 'My Profile' (highlighted with an orange circle), and 'Logout'. Below the buttons are sections for 'Recent Orders (0)' and 'Recent Cases (0)'. The 'Recent Cases' table has one entry: 'LDS vs COMPANY A' with jurisdiction 'Los Angeles Stanley Mosk Central Courthouse (Civil eFiling)' and an action 'Place Order'.

4 Click the "Payment Information" tab

The screenshot shows the 'My Profile' page. On the left is a navigation menu with 'Dashboard', 'New Order', 'Manage Cases', 'Pending Orders', 'Closed Orders', and 'Reports'. The main content area has a header 'My Profile' and a table with columns: 'User Name', 'Email', 'Phone', 'Role', 'Attorney', and 'Bar #'. Below this is a user profile card for 'Walter Lee' with email 'wlee17@gmail.com' and phone '(323) 448-6402'. Below the card are tabs: 'Account Information', 'Payment Information' (highlighted with an orange circle), 'User Settings', and 'eFile'. The 'Payment Information' section contains the following details:

- Organization Name: Walter Lee
- Address 1:* 7162 Beverly Blvd
- Address 2:
- City:* Los Angeles
- State:* California
- Zip Code:* 90036
- Primary Billing Contact:* Walter, wlee17@gmail.com, 323 448-6402
- Secondary Billing Contact:
- Billing Code Required? Yes
- Sign-Up Agreement

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5 Click "Add Payment Method"

The screenshot shows the 'My Profile' page with the 'Payment Information' tab selected. The 'Add Payment Method' button is highlighted with an orange circle. The page displays a list of users with columns for Name, Email, Phone, Role, Attorney, and Bar #.

User Name	Email	Phone	Role	Attorney	Bar #
Walter Lee	wlee17@gmail.com	(323) 448-6402	Administrator		
Andrew Pasterczyk	andrew@legaldocumentserver.com	(310) 574-2282	Staff		
Walter Lee	support@legaldocumentserver.com	(800) 687-5003	Staff	<input checked="" type="checkbox"/>	167065

6 Click "Save"

The screenshot shows the 'Add a Payment Method' dialog box. The 'Save' button is highlighted with an orange circle. The dialog box contains fields for First Name, Last Name, Card Number, Expiration, CVV, Billing Address, and Nickname. The 'Credit Card' radio button is selected.

Add a Payment Method
 Credit Card ACH

First Name * Last Name *
First name Last name

Card Number * Expiration * CVV *
0000 0000 0000 0000 MM YYYY CVV

Billing Address *
7162 Beverly Blvd, Los Angeles CA 90036

Nickname
Nickname Set as default

Cancel Save