How to Create a Waiver Account

In order to avoid the payment of filing and processing fees in Odyssey File & Serve (OFS), individuals and entities exempt from filing fees must create a waiver payment account.

To create a waiver payment account, please follow these steps:

1. After logging into OFS, click the "Actions" button in the upper right corner of the screen. This will open a drop-down menu.
2. Click "Payment Accounts" from the drop-down menu.
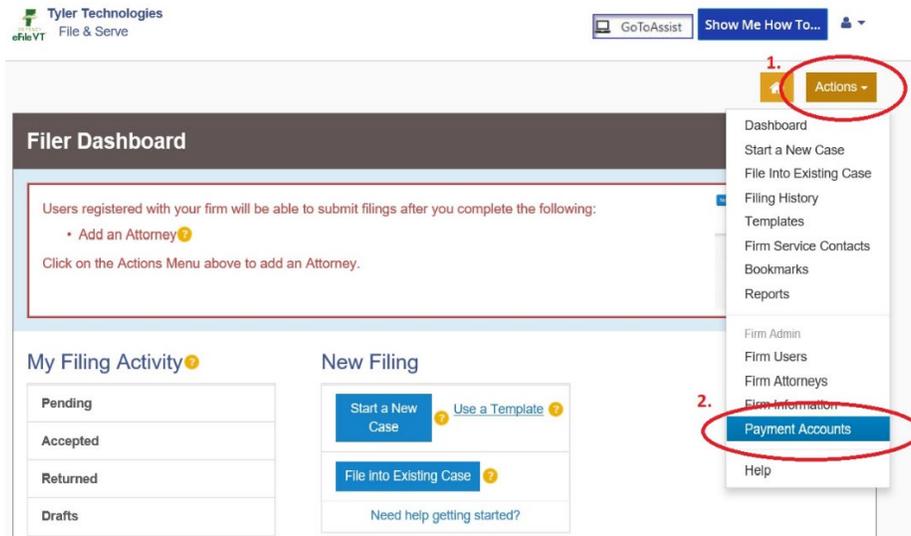
3. When the "Payment Account" window opens, click "Add Payment Account."
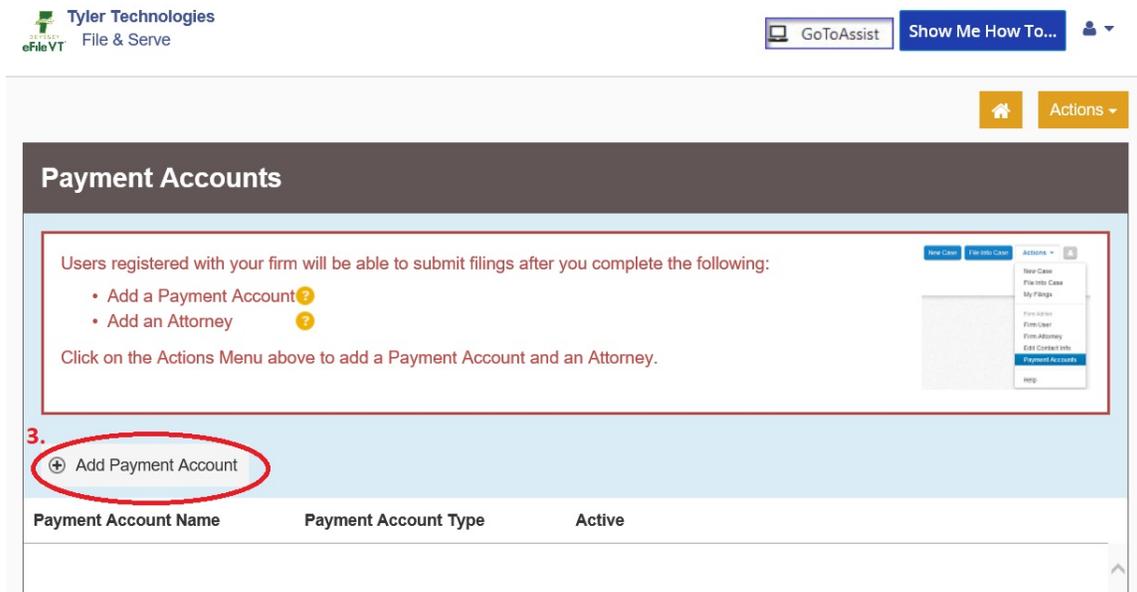
4. Towards the bottom of the screen, there will be a field called "Payment Account Name." Enter any name you wish to call your waiver account. (For example, "XYZ Law Firm's Waiver Account.")

5. Below this field is a drop down menu called "Payment Account Type." Click on the triangle to view the drop down menu. Select "Waiver."

6. After entering an account name and selected the waiver account type, click "Save Changes."