MDEC

To request a waiver, refer to the MDEC Policies & Procedures manual located at this web address: https://www.mdcourts.gov/sites/default/files/import/mdec/pdfs/manualh5.pdf.

Sign in to Maryland Odyssey File and Serve

- 1. Open a web browser, type <u>https://maryland.tylerhost.net/OfsWeb</u> in the address bar and press **Enter**.
- 2. At the Maryland Odyssey File and Serve screen, click Sign In.



- 3. Sign in using the email and password you created when signing up for Maryland Odyssey File and Serve.
- 4. Click on the Actions button in the top right of your screen.
- 5. Click on the **Payment Accounts** menu item in the dropdown menu.

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6. From the Payment Accounts screen, click the **Add Payment Account** button to open two new input fields: **Payment Account Name** and **Payment Account Type**.

Payment Accour	nts		
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Add Payment Account			
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- 7. Enter a name for your new Payment Account in the **Payment Account Name** field.
- 8. Click on the arrow under the **Payment Account Type** field to expand the menu and choose the **Waiver** option.

Payment Account Type		
Click to select Payment Account Type		
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Click to select Payment Account Type		
Credit Card		
eCheck		
Waiver		



9. Click the Save Changes button to save your waiver payment account settings.

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10. Your new payment account will now appear in the **Payment Account** list.

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