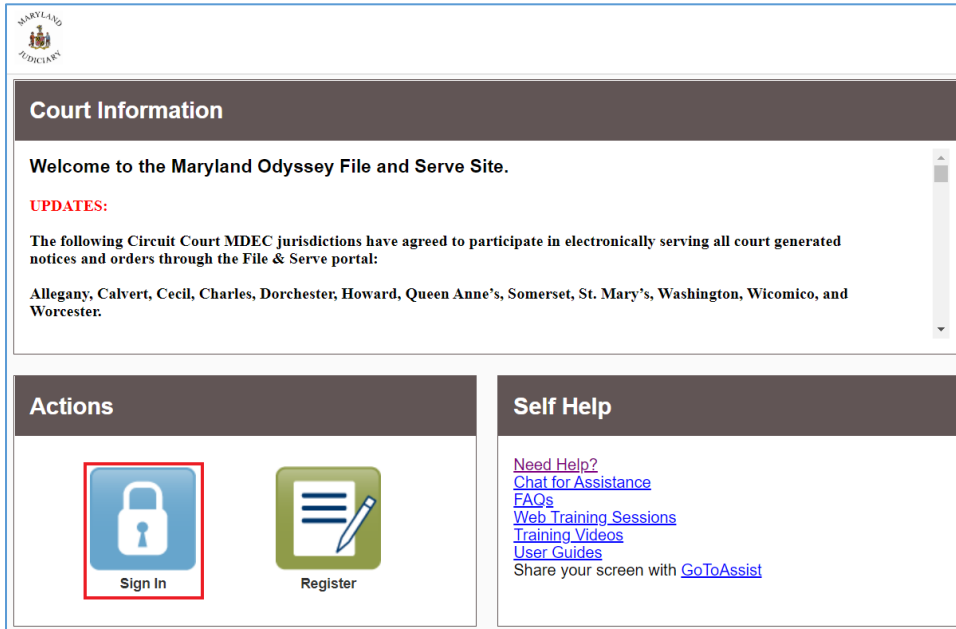


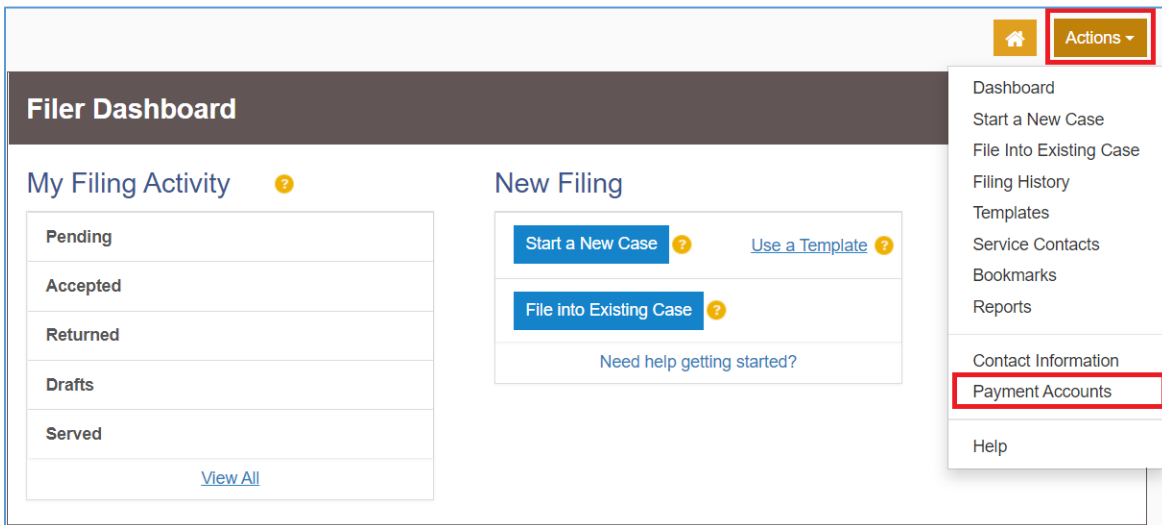
To request a waiver, refer to the MDEC Policies & Procedures manual located at this web address: <https://www.mdcourts.gov/sites/default/files/import/mdec/pdfs/manualh5.pdf>.

Sign in to Maryland Odyssey File and Serve

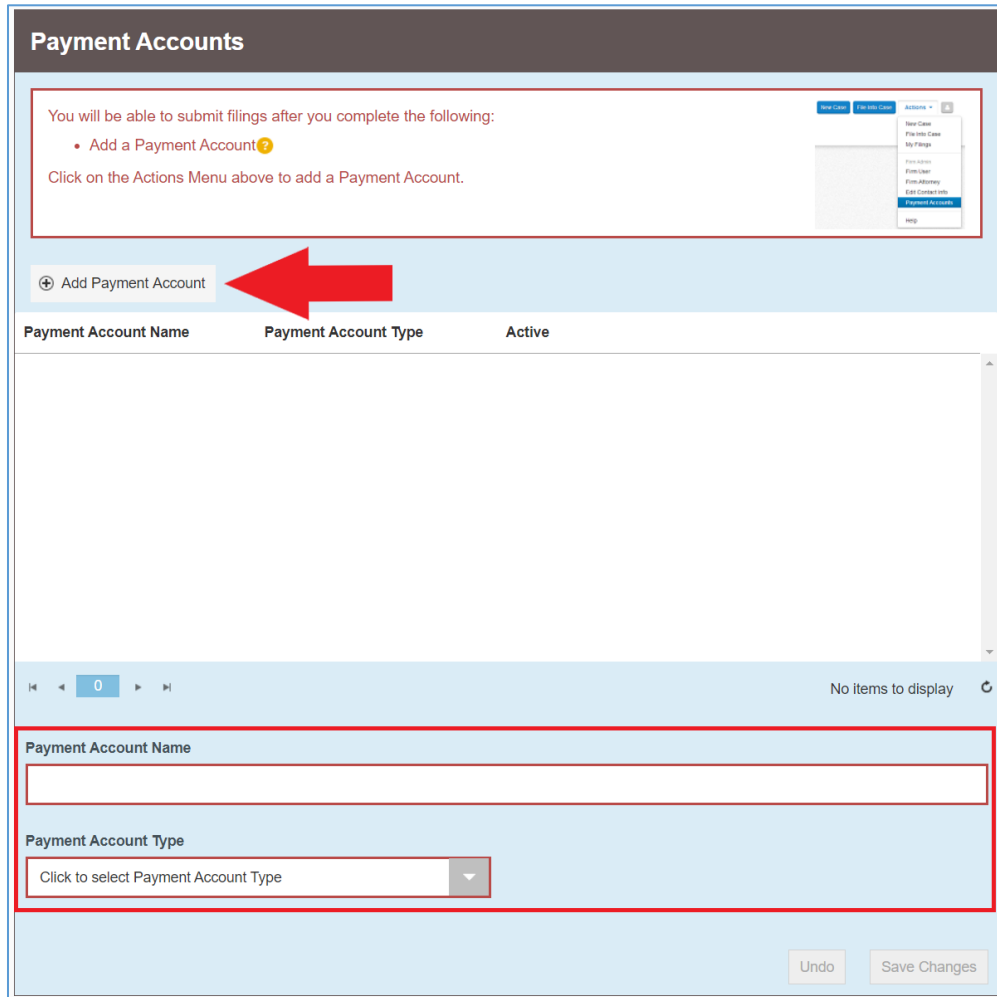
1. Open a web browser, type <https://maryland.tylerhost.net/OfsWeb> in the address bar and press **Enter**.
2. At the Maryland Odyssey File and Serve screen, click **Sign In**.



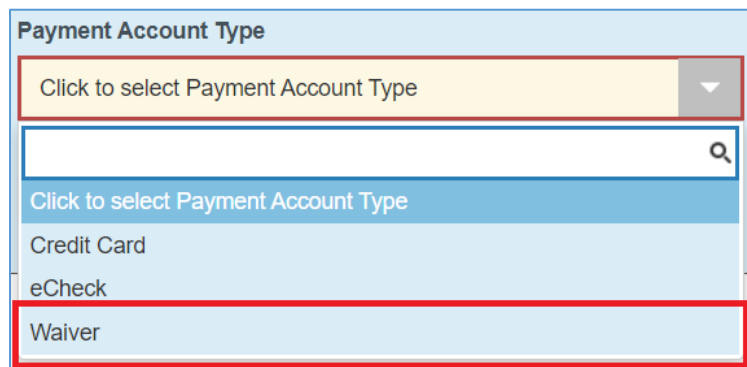
3. Sign in using the email and password you created when signing up for Maryland Odyssey File and Serve.
4. Click on the **Actions** button in the top right of your screen.
5. Click on the **Payment Accounts** menu item in the dropdown menu.



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



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



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

Payment Account Name

Waiver Account

Payment Account Type ?

Waiver

Undo Save Changes

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

Payment Accounts			
+ Add Payment Account			
Payment Account Name	Payment Account Type	Active	
Waiver Account	Waiver	Yes	Actions ▾