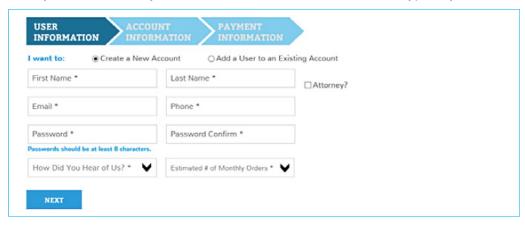
### **USERGUIDE**

Please note: We recommend using any modern browser for the best experience.

On the provided login page, click the **Sign Up** button.

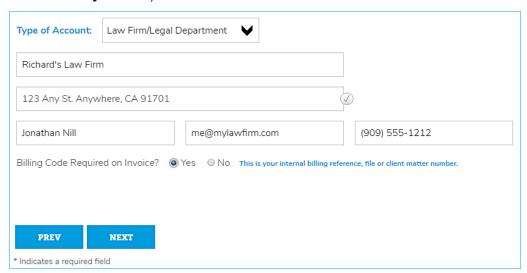
- 1 Verify that the **Sign-up** field is defaulted to **Create a new account**. Provide your First Name, Last Name, Email and Phone. Create a Password and indicate how you found us.
  - ✓ If you're an attorney, check the box marked Attorney, then type in your Bar ID number.



### Click Next.

2 Indicate the **Type of Account** you're creating and enter the organization name and street address, the primary billing contact, and the secondary billing contact (if any).

Indicate if you'll want an internal billing code when placing an order. (You can change this at any time under **My Profile**.)



### Click Next.

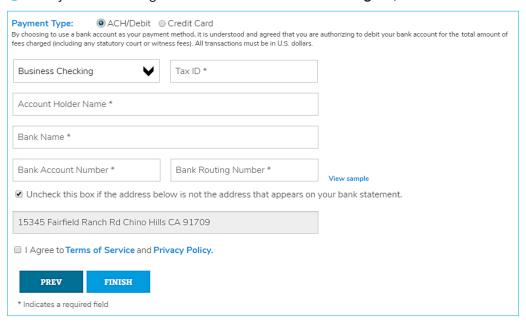
# **USERGUIDE**

If you choose **ACH/Debit** under **Payment Type**:

Select **Business Checking** and input your Tax ID number (do not add dashes or spaces between numbers), or **Personal Checking** and input your driver's license number and the state of issue.

Provide the Account Holder Name, Bank Name, Bank Account Number, and Bank Routing Number. (Do not add dashes or spaces between the numbers.)

✓ Verify that the billing address is correct and check I Agree, then click Finish.

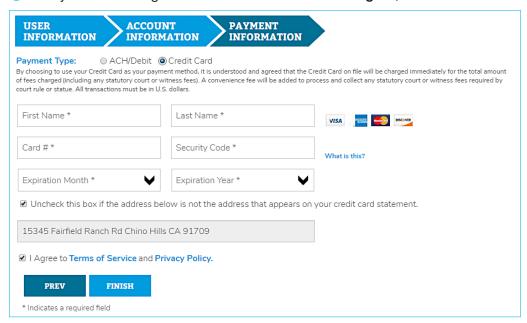


## **USERGUIDE**

- If you choose **Credit Card** under **Payment Type**:

  Provide the First Name and Last Name, Card # (do not add dashes or spaces between numbers),

  Expiration Date and Security Code (the security code is located on the back of your credit card).
  - ✓ Verify that the billing address is correct and check I Agree, then click Finish.



4 A verification email will be sent to the email address provided.

We've sent an email to verify your account.
To verify that your contact email address is correct we've sent a verification email
YOU MUST CLICK THE LINK IN THAT EMAIL TO VERIFY AND ACTIVATE YOUR ACCOUNT.
The verification email should arrive in your inbox with the next few minutes. If the email does not arrive, please check your junk-mail folders. If you need service immediately, please call Customer Support during office hours of 8:00 AM – 5:30 PM Pacific Pacific.
To re-send the verification email please click here.
To go back to the home page, please click here.

# Creating a New Account

**USERGUIDE** 

Once the email is verified, a new tab will open confirming that the account was created successfully. A Confirmation email will also be sent.

To immediately start placing an order, log in with your Email Address and Password.

Thank you for creating an account with us.
Your email address is verified and your account is active! A welcome email has been sent to me@mylawfirm.com and should arrive in your inbox within the next rew minutes.  If the email does not arrive, please check your junk-mail folders. If you need service immediately, please call Customer Support during office hours of 8.00 AM — 5.30 PM Pacific.
Log in below to start placing orders. To return the home page click here.
Secure Login
Email Address:
Password* Login
Remember me  Forgot bassword? or New user?
Need assistance 🐠