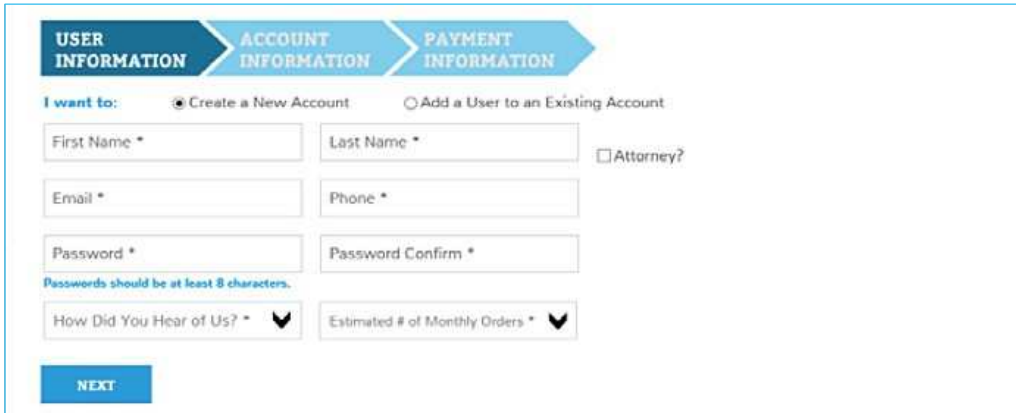


Please note: We recommend using any modern browser for the best experience.

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.

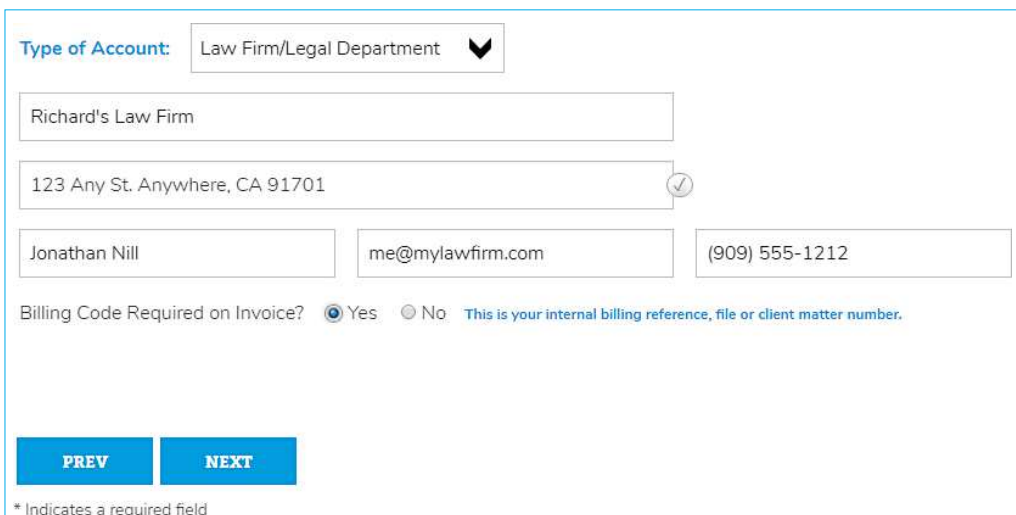


The screenshot shows the 'USER INFORMATION' step of a three-step account creation process. The steps are 'USER INFORMATION', 'ACCOUNT INFORMATION', and 'PAYMENT INFORMATION'. Under 'I want to:', the 'Create a New Account' radio button is selected. The form includes fields for First Name, Last Name, Email, and Phone. There is a checkbox for 'Attorney?'. Password fields are labeled 'Password' and 'Password Confirm', with a note that passwords should be at least 8 characters. At the bottom, there are dropdown menus for 'How Did You Hear of Us?' and 'Estimated # of Monthly Orders', and a blue 'NEXT' button.

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**.)



The screenshot shows the 'ACCOUNT INFORMATION' step. The 'Type of Account' dropdown is set to 'Law Firm/Legal Department'. The organization name is 'Richard's Law Firm' and the address is '123 Any St. Anywhere, CA 91701'. Billing contact information includes 'Jonathan Nill', 'me@mylawfirm.com', and '(909) 555-1212'. The 'Billing Code Required on Invoice?' question has 'Yes' selected. A note states: 'This is your internal billing reference, file or client matter number.' At the bottom, there are 'PREV' and 'NEXT' buttons, and a legend indicating that an asterisk (*) denotes a required field.

Click **Next**.

3 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**.

Payment Type: ACH/Debit Credit Card

By choosing to use a bank account as your payment method, it is understood and agreed that you are authorizing to debit your bank account for the total amount of fees charged (including any statutory court or witness fees). All transactions must be in U.S. dollars.

Business Checking Tax ID *

Account Holder Name *

Bank Name *

Bank Account Number * Bank Routing Number * [View sample](#)

Uncheck this box if the address below is not the address that appears on your bank statement.

15345 Fairfield Ranch Rd Chino Hills CA 91709

I Agree to [Terms of Service](#) and [Privacy Policy](#).

* Indicates a required field


- 3 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**.

USER INFORMATION **ACCOUNT INFORMATION** **PAYMENT INFORMATION**

Payment Type: ACH/Debit Credit Card

By choosing to use your Credit Card as your payment method, it is understood and agreed that the Credit Card on file will be charged immediately for the total amount of fees charged (including any statutory court or witness fees). A convenience fee will be added to process and collect any statutory court or witness fees required by court rule or statute. All transactions must be in U.S. dollars.

First Name * Last Name * 

Card # * Security Code * [What is this?](#)

Expiration Month * Expiration Year *

Uncheck this box if the address below is not the address that appears on your credit card statement.

15345 Fairfield Ranch Rd Chino Hills CA 91709

I Agree to [Terms of Service](#) and [Privacy Policy](#).

PREV **FINISH**

* Indicates a required field

- 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](#).

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 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.

Log in below to start placing orders. To return the home page click here:

Secure Login

Email Address:

Password:

Remember me

[Forgot password? or New user?](#)

[Need assistance](#)