

**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 the account creation process. At the top, there are three tabs: 'USER INFORMATION', 'ACCOUNT INFORMATION', and 'PAYMENT INFORMATION'. Below the tabs, there are two radio buttons: 'Create a New Account' (selected) and 'Add a User to an Existing Account'. The form contains several input fields: 'First Name \*', 'Last Name \*', 'Email \*', 'Phone \*', 'Password \*', and 'Password Confirm \*'. There is also a checkbox labeled 'Attorney?'. Below the password fields, there is a note: 'Passwords should be at least 8 characters.' At the bottom of the form, there are two dropdown menus: 'How Did You Hear of Us? \*' and 'Estimated # of Monthly Orders \*'. A blue 'NEXT' button is located at the bottom left of the form.

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 of the account creation process. At the top, there is a dropdown menu for 'Type of Account' set to 'Law Firm/Legal Department'. Below this are several input fields: 'Richard's Law Firm', '123 Any St. Anywhere, CA 91701', 'Jonathan Nill', 'me@mylawfirm.com', and '(909) 555-1212'. There is a radio button for 'Billing Code Required on Invoice?' set to 'Yes'. At the bottom, there are two buttons: 'PREV' and 'NEXT'. A note at the bottom left says '\* Indicates 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](#) 