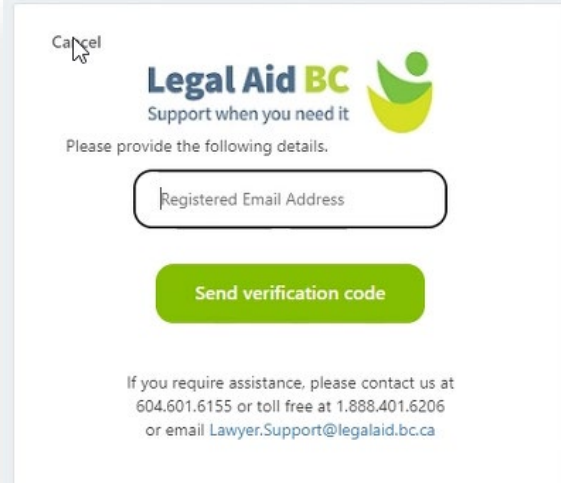


New Lawyer Portal One-Time Registration Steps

Before you access the new lawyer portal, you will need to set up your new username and password. Your password will now be your email address, and your password can be the same or different from what you currently use, as long as it meets complexity requirements.


After you have set up your new username and password using the steps below, you will simply sign in to the portal as usual using these credentials.

1. Anytime after 8am Monday June 27, Access the “Register” link sent to you via email or on the LABC website portal page: <https://tinyurl.com/bdd4d6u6>
2. Enter your current email address registered with LABC
3. Click ‘Send verification code’



The screenshot shows a registration form for Legal Aid BC. At the top left is a 'Cancel' link with a mouse cursor. The Legal Aid BC logo is at the top center, with the tagline 'Support when you need it' and a green icon of a person. Below the logo, it says 'Please provide the following details.' There is a text input field labeled 'Registered Email Address'. Below the field is a green button labeled 'Send verification code'. At the bottom, there is contact information: 'If you require assistance, please contact us at 604.601.6155 or toll free at 1.888.401.6206 or email Lawyer.Support@legalaid.bc.ca'.

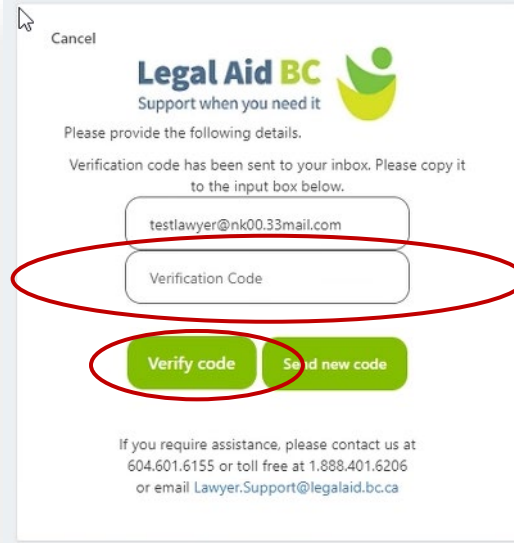
4. You should get an email with the verification code:



The screenshot shows an email verification message. The subject is 'Verify your email address'. The body text says 'Thanks for verifying your [redacted] account!' and 'Your code is: 737589'. It is signed 'Sincerely, LABC Portal B2C'. At the bottom, there is a small disclaimer: 'This message was sent from an unmonitored email address. Please do not reply to this message.' and a small icon in the bottom right corner.

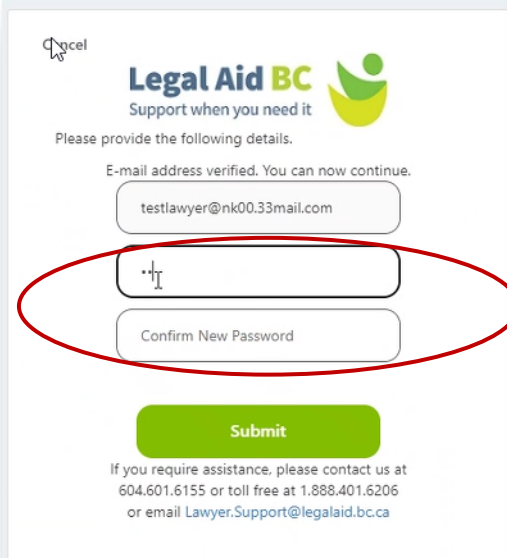
5. Enter the verification code in to the first window

6. Click 'Verify code'



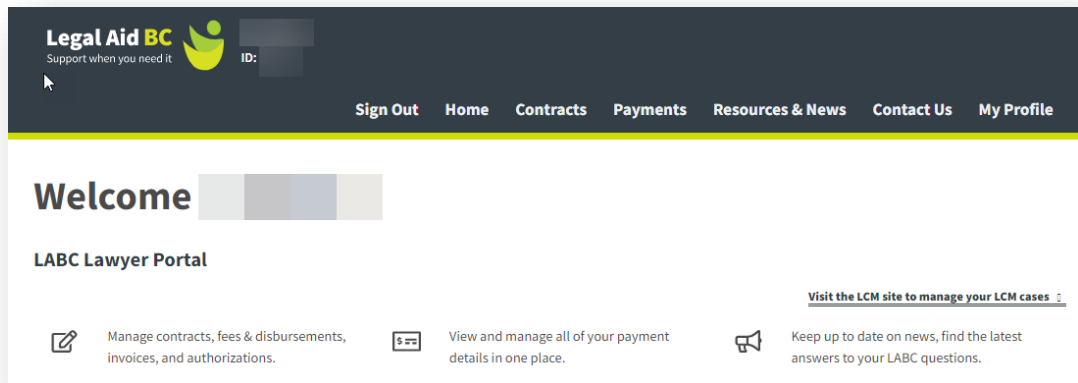
A screenshot of a web form for Legal Aid BC. The form has a white background with a green logo in the top right. The text reads: "Legal Aid BC Support when you need it", "Please provide the following details.", "Verification code has been sent to your inbox. Please copy it to the input box below.", and "testlawyer@nk00.33mail.com". There are two input fields: one for the email address and one for the "Verification Code". Below the input fields are two green buttons: "Verify code" and "Send new code". At the bottom, there is contact information: "If you require assistance, please contact us at 604.601.6155 or toll free at 1.888.401.6206 or email Lawyer.Support@legalaid.bc.ca". A red oval highlights the "Verify code" button.

7. When the code is verified you will be prompted to enter your new password
8. Enter New Password, and Confirm the New Password
9. Click 'Submit'



A screenshot of a web form for Legal Aid BC. The form has a white background with a green logo in the top right. The text reads: "Legal Aid BC Support when you need it", "Please provide the following details.", "E-mail address verified. You can now continue.", and "testlawyer@nk00.33mail.com". There are two input fields: one for the "New Password" and one for the "Confirm New Password". Below the input fields is a green button labeled "Submit". At the bottom, there is contact information: "If you require assistance, please contact us at 604.601.6155 or toll free at 1.888.401.6206 or email Lawyer.Support@legalaid.bc.ca". A red oval highlights the "New Password" and "Confirm New Password" input fields.

10. If the sign up was successful, you will see the Lawyer Portal Welcome / Home page:



11. From then on, you will sign in with your email username and password that you just created



If the sign up failed, you may see the following. Please contact Lawyer Support so we can assist



END