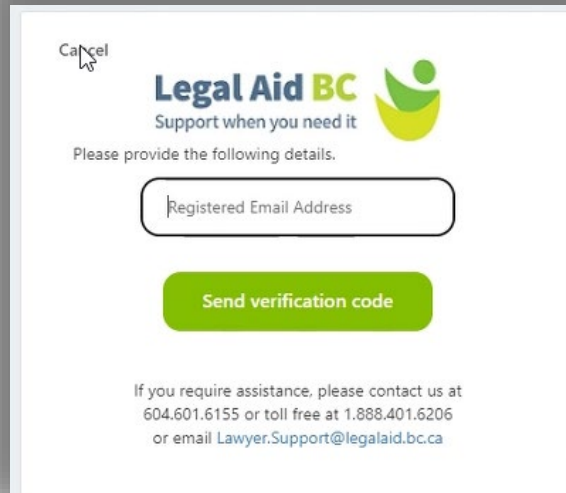


## Lawyer Portal One-Time Account Set-Up

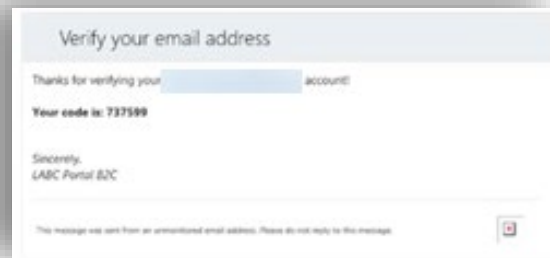
To access the lawyer portal, please refer to the instructions below. After you have completed registration, you will simply sign in to the portal using your new credentials on the LABC website - Lawyer Portal (secure applications) page.

1. Access the 'Portal Invitation Link' sent to you via email
2. Enter your username (unique email address) registered with LABC
3. Click 'Send verification code'



A screenshot of a web form for Legal Aid BC. The form has a white background with a light gray border. At the top left, there 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 and yellow icon of a person. Below the logo, it says 'Please provide the following details.' There is a text input field labeled 'Registered Email Address' with a cursor. Below the input field is a green button with white text that says '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'.

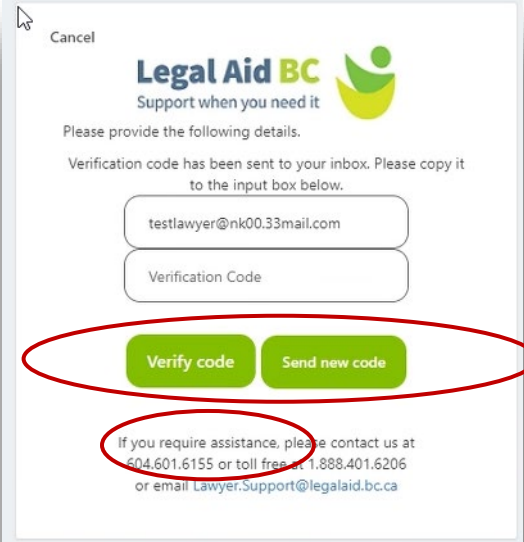
4. You will get an email with the verification code (please check your SPAM folder if the email does not appear in your inbox). **Please note that the code will expire after a few minutes.**



A screenshot of an email verification message. The subject line is 'Verify your email address'. The body of the email says 'Thanks for verifying your [redacted] account!' followed by 'Your code is: 737599'. Below that, it says 'Sincerely, LABC Portal B2C'. At the bottom, there is a small disclaimer: 'This message was sent from an unaffiliated email address. Please do not reply to this message.' and a small red icon.

5. Enter the verification code in to the first window

6. Click 'Verify code'

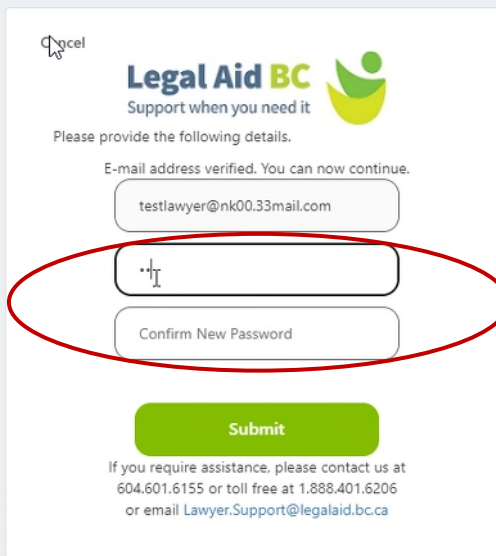


A screenshot of a web form for Legal Aid BC. The form has a 'Cancel' button in the top left. The header includes the Legal Aid BC logo and the tagline 'Support when you need it'. Below the header, it says 'Please provide the following details.' and 'Verification code has been sent to your inbox. Please copy it to the input box below.' There are two input fields: the first contains the email address 'testlawyer@nk00.33mail.com' and the second is labeled 'Verification Code'. Below these fields are two green buttons: 'Verify code' and 'Send new code'. The 'Verify code' button is circled in red. 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'.

7. When the code is verified you will be prompted to enter your new password

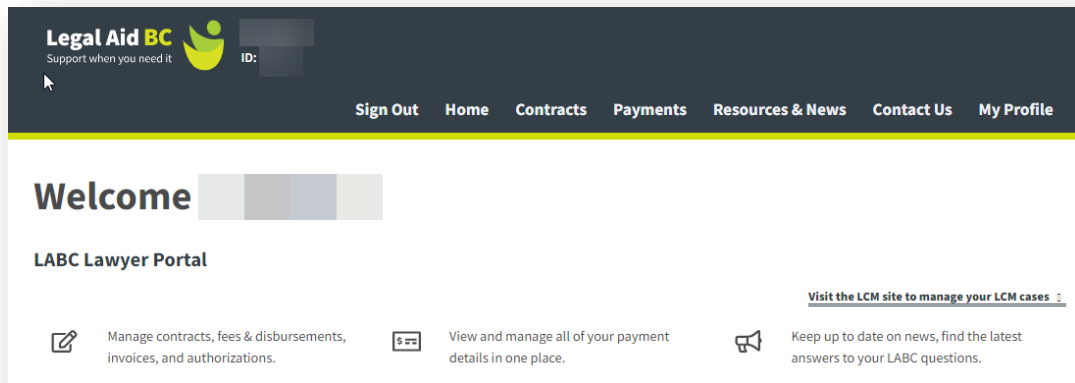
8. Enter New Password, and Confirm the New Password

9. Click 'Submit'



A screenshot of a web form for Legal Aid BC. The form has a 'Cancel' button in the top left. The header includes the Legal Aid BC logo and the tagline 'Support when you need it'. Below the header, it says 'Please provide the following details.' and 'E-mail address verified. You can now continue.' There are three input fields: the first contains the email address 'testlawyer@nk00.33mail.com', the second is for a new password (with a strength indicator), and the third is labeled 'Confirm New Password'. Below these fields is a green 'Submit' button. 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'. The password and confirm password fields are circled in red.

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

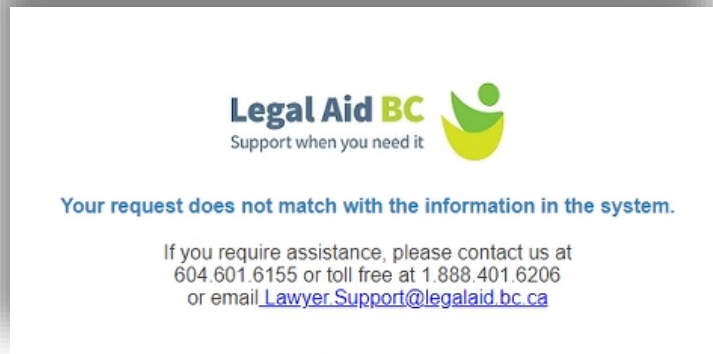


11. Go to 'My Profile' to review and populate all information (including the gender field)

12. 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